



Administrative/Executive Assistant: Applicant must have at minimum, an Associate's Degree and two years experience, or a high school/equivalency diploma and four years experience as an Administrative/Executive Assistant. Ability to prioritize and handle multiple tasks in a fast-paced environment including handling extensive travel arrangements, answering phones, executing purchase orders, and creating conference materials. Advanced skill in Excel, Word, database management and excellent writing and proofreading skills required.

Required: Cover letter of application, resume, salary requirements and three references to Personnel, FCADV, 425 Office Plaza Drive, Tallahassee, Florida 32301 or by FAX 850.425.3091 or via email to personnel@fcadv.org.