

📣 We're Hiring! Part-Time Administrative Assistant 📣

Looking for a rewarding part-time opportunity in Milford? Join our team and help support our members, staff, and educational programs!

📍 **Location:** 210 Vickers Drive, Milford, DE 19963

🕒 **Hours:** Monday–Friday, 9:00 AM–3:00 PM

🕒 30-minute lunch (12:00 PM–12:30 PM)

🕒 **30 hours per week**

💰 **\$18.00 per hour**

✖ No benefits offered

Responsibilities Include: Data entry

Invoicing and billing

Answering phones

Checking and distributing mail

Assisting members with licensing

Tracking courses and communicating with instructors

Creating and distributing communications via email, Constant Contact, and our website

Maintaining website content

Providing excellent customer service

Assisting with classes, conferences, and special events

We're Looking For Someone Who Is: ✓ Organized and detail-oriented

✓ Friendly and professional

✓ Comfortable multitasking in a busy office environment

✓ Proficient with Microsoft Office

✓ Experienced in administrative support and customer service (preferred)

If you enjoy helping people, staying organized, and being part of a team that supports professional education and member services, we'd love to hear from you!

Email your resume to heatherw@drwa.org.