

Administrative Assistant

The Western New York Workforce Training Center (WNYWTC) is seeking a highly skilled, self-motivated, and entrepreneurial individual to be the Center's Administrative Assistant. The assistant is responsible for providing administrative and coordination support to the WTC President, committees, staff and the Board of Directors.

Under general supervision of the President performs, coordinates and oversees a wide variety of situations involving administrative functions in support of the President, Members Board of Directors, Advisory Boards, and Agency Staff.

- A.A.S. degree in business or a field related to the work
- Five years of office administrative, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- This position offers a competitive salary dependent on experience, in addition to an excellent benefit package plan.

Please send information via email to: swashington@trainingforcareerswny.org