

**HAMPSHIRE COUNTY DEVELOPMENT AUTHORITY**  
91 S. High Street  
Romney, WV 26757  
[www.hampshirecountyeda.com](http://www.hampshirecountyeda.com)

**Is accepting applications for the Full Time position  
of: ADMINISTRATIVE SECRETARY**

**Salary Range: @20,000 - \$25,000 annually plus benefits  
Application period ends November 30, 2018 5:00 PM**

The mission of the Hampshire County Development Authority HCDA is to improve quality of life and economic prosperity in Hampshire County by developing a strong strategic and stable economic climate facilitating business development and economic growth. The HCDA is seeking a highly motivated individual committed to its mission aspiring toward a progressive career in economic development.

Serious candidates with education and experience commensurate with this position are preferred.

General requirements include:

- Knowledge of general office practices and procedures with excellent communication skills both oral and written.
- Ability to work independently and within a team environment with ability to manage multiple priorities.
- Professional demeanor with the ability to confer with inter and intra-agency personnel to transact business and gather information.
- Ability to compose and format correspondence and other documents.
- Ability to maintain detailed records, in hard copy and electronic format.
- Proficient in computer programs inclusive but not limited to Microsoft Office (Word, Excel, Power point, Outlook, QuickBooks and Word Press).
- Ability to attend Continuing Education courses as assigned
- Possess a valid driver's license.
- Ability to pass extensive pre-employment drug background/reference check including pre-employment drug and alcohol testing.

Education requirements:

- Minimum educational requirement is a high school diploma or GED equivalent. An Associate degree in business administration or related discipline; although not required will be a strong consideration of employment as well demonstrated equivalent combination of experience and training.

**For more information on this position including  
complete job description, please go to  
[www.hampshirecountyeda.com](http://www.hampshirecountyeda.com) or contact our  
main office at (304) 822-4320.**

**Please email resume, cover letter with  
3 professional references to:**

**Eileen M. Johnson at  
[eileen@hampshirecountyeda.com](mailto:eileen@hampshirecountyeda.com)**

**The Hampshire County Development Authority is  
an equal opportunity provider and employer. All  
qualified candidates will receive consideration for  
employment without regard to race, color, religion, sexual  
orientation, age, gender identity, national origin, dis-  
ability, veteran status or political belief.**