

JOB ANNOUNCEMENT

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Administrative Assistant

The Arkansas Bar Association has a position open for an Administrative Assistant. This position handles all incoming calls to the Association and schedules events at the Bar Center. Other job duties include, but are not limited to, word processing, data entry, and data processing. The desired candidate will be proficient in Microsoft Word, Excel, and Outlook and have excellent computer and writing skills.

The Administrative Assistant must be highly organized, outgoing and a self starter. College degree preferred but not required. Good communication and technology skills are essential.

Applicants must submit a resume and an Association employment application which is available on our website, www.arkbar.com, under the left side menu bar link "What's New". Applicants should submit the resume and application to Arkansas Bar Association, Executive Director, 2224 Cottondale Lane, Little Rock, AR 72202 or khutchins@arkbar.com. The Association is an EOE.