

Prime Time Christian Broadcasting, Inc.

Date Open: 6/13/11 Date Closed:

Position Title: Office Assistant

Working Location: Odessa/Midland, TX

Position Type: Full-Time Regular

Education: High School Diploma/GED

Hours: Monday-Friday 8:30am – 5:00pm

Position Overview:

Minimum Qualifications: Proficient in Microsoft Word. Experience with Excel and data entry. Ability to navigate & maintain database, type 30wpm, and operate various office equipment. Strong communication skills (verbal & written).

Successful candidate must be detail-oriented, self-motivated, organized, able to multitask, function well in a team environment, and complete projects in a timely manner.

Preference will be given for experience in the following areas: Access database, filing, 10-key, bulk mail

Resume with employment references required.

Apply in Person:

GLC / Prime Time Christian Broadcasting

12706 W. Highway 80 East

Odessa, TX 79765

(Located ¼ mile west of Hero's Water Park on Business I-20)

Contact: Kalllie Smith 432.563.0420

Prime Time Christian Broadcasting is an Equal Opportunity Employer. As a religious broadcaster, we have established "religious belief or affiliation" as a job qualification.

Discrimination because of race, color, national origin, age or gender is prohibited and you may notify an appropriate, local, State, or Federal agency if you believe you have been discriminated against.