

Administrative Assistant

The Tabor College Advancement Office seeks an experienced administrative assistant that performs a wide range of support services and manages an office. Candidates with office and organizational skills, computer proficiencies, are highly organized, give attention to details, possesses written/verbal skills, and are able to manage multiple projects simultaneously are encouraged to apply. A post-secondary degree and/or two years of related experience preferred. Full-time position with benefits.

To Apply: Send cover letter and resume via email to tchumrec@tabor.edu.

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren Churches of the United States. It complies with all applicable non-discrimination laws. Women and Minority candidates are strongly encouraged to apply.