

### **Job Announcement – Executive Administrative Assistant**

The Potomac and Rappahannock Transportation Commission, operating as OmniRide

OmniRide is seeking an Executive Administrative Assistant to provide extensive administrative support to the Executive Director, senior management, and the organization at large. The Assistant must have experience that documents a willingness to provide excellent customer service as he/she reflects the office of the Executive Director. The Assistant must possess excellent organizational, prioritization and time management skills, the ability to communicate effectively, both orally and written, and a willingness to function in a team environment. Applicant must demonstrate a proficiency working with Microsoft Office software to include Word, Outlook and Excel, with a minimum typing speed of 50 WPM. 2-year degree in business, public administration or related field and three to five years related experience required. Relevant experience may substitute for 2-year degree. IAAP Certified Administrative Professional (CAP) a plus. Typical hours are 8:30 a.m. to 5:00 p.m., Monday – Friday. Starting salary \$50,000 – \$66,500 depending on experience, plus attractive benefits. Resume and required cover letter must be received by 5:00 p.m. on May 25, 2018 to PRTC, ATTN: M. Reid, 14700 Potomac Mills Rd., Woodbridge, VA 22192, via email at Mreid@OmniRide.com or via fax (703) 583-1377.