

## **Administrative Assistant**

The North Hills Council of Governments is accepting applications for the position of a full-time Administrative Assistant. This position will support the NHCOG Executive Director in many facets of the organization.

The ideal candidate will be self-motivated, highly organized, and able to multi-task with the ability to prioritize in a busy office environment. The applicant should also possess skills in the following areas: general office duties, bookkeeping, bank reconciliation, trial balances and similar responsibilities and have computer experience with MS Office and Excel.

The NHCOG offers a competitive salary and benefits package.

Send resumes to [hr@northhillscog.org](mailto:hr@northhillscog.org) or NHCOG, 300 Wetzel Road, Ste. 201, Glenshaw, PA 15116, by July 25, 2020.