

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Career Counselor, Carol Pham, at cpham@dsc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Part-time (to possibly Full-time), Administrative Assistant/Receptionist, Ford Construction Company, Dyersburg

Business/Location: Dyersburg

Requirements:

- General knowledge of accounting
- Knowledge of Microsoft Office (Word, Excel, Outlook)
- Valid driver's license
- Current auto insurance
- Positive attitude and a good work ethic

Responsibilities include but are not limited to:

- General office tasks: filing, scanning, email
- Answering phones and greeting visitors.
- Input data into accounting system.
- Support the needs of the office staff.

Contact Information: Debi Pleasant/Lisa Keeling

Send Resume to: hr@fordcc.com

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Carol Pham, Career Counselor, at 901-475-3105 or email at cpham@dsc.edu or contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.