



Upper Cumberland Development District

"Providing Solutions through Regional Cooperation"

TO: Advertising Editor
FROM: Mark Farley, Executive Director
DATE: August 16, 2017
SUBJECT: Position Vacancy

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The Upper Cumberland Development District is advertising for an Administrative Assistant.

Responsibilities and desired qualifications include:

- Excellent computer skills
- Ability to work independently and as a team.
- Excellent verbal and written skills.
- Filing, copying and scanning.
- Serve as switchboard operator as needed.

Interested applicants must submit resume to Tammy O'Dell no later than 4:30 PM, Tuesday, August 29, 2017 at the Upper Cumberland Development District, 1225 S. Willow Ave, Cookeville TN, 38506.

Equal Opportunity Employer

1225 South Willow Avenue, Cookeville, TN 38506
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