

**WORKFORCE PROGRAM ASSISTANT (OFFICE MANAGER and BUSINESS SERVICES LIAISON)**

The WorkLink Workforce Development Board (WDB) is seeking a highly motivated person to serve as the Workforce Program Assistant (Office Manager and Business Services Liaison) for the Workforce Innovation and Opportunity Act (WIOA) program in Anderson, Oconee, and Pickens Counties.

The Workforce Program Assistant Serves as the Office Manager and Business Services Liaison for WorkLink and assists the WorkLink staff and Board with the clerical, administrative, and support services in carrying out the mission of the WorkLink Workforce Development Board. In addition, this position serves as the primary contact for business services on the WorkLink staff.

Graduation from a two-year college or university with an associate's degree that includes some coursework in business, office systems technology, or a closely related field is required. A minimum two years of experience in general office administration, training or social programs, accounts payable, or other closely related administrative experience is strongly preferred. An equivalent combination of education and experience will also be considered.

Salary is commensurate with qualifications and experience. Excellent benefits.

Send cover letter, resume, and three references by 3:00pm on Monday, February 13, 2017 to Trent Acker, Executive Director, WorkLink, 1376 Tiger Blvd, Suite 102, Clemson, SC 29631 or [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com). Full position description is available upon request. For more information, visit [worklink.scworks.org](http://worklink.scworks.org) or call (864) 646-1458, Relay Service Dial 711 (TTY). EOE.