

WE'RE HIRING

**Taylor Smith
Consulting**

On-Site Recruitment @ WorkSource Cobb

April 20

10:00 am to 3:30 pm

POSITION: **Election Clerk**

OF POSITIONS: **Multiple**

Position assists public with questions, performs data entry tasks and answers telephones while providing administrative support in order to ensure effective and efficient office operations. Candidate must have strong problem-solving skills and ability to work independently. Candidates must project a positive professional image and have strong written and oral communication.

- Establish and maintain confidential files
- Maintain databases
- Must be able to pass a background check
- No felonies
- Must have reliable transportation
- Must be flexible and able to meet attendance schedule with dependency and consistency

**Health and dental benefits.
No registration required to attend event.**



WorkSource Cobb (formerly CobbWorks) is located at
463 Commerce Park Drive, Suite 100, Marietta, GA 30060

O: 770.528.4300 F: 770.528.4302 W: www.worksourcecobb.org

An Equal Opportunity Employer/Program | Auxiliary Aids & Services Available Upon Request