***Administrative Support Assistant IV***

This position is responsible for greeting and welcoming visitors, receiving, and distributing all incoming and outgoing mail and packages, answering the switchboard and state operator phone lines, processing incoming invoices, and other administrative office work. The preferred candidate should have a good attitude, be able to communicate clearly (verbal and written), be reliable, and have good time management and organizational skills.

***Required Experience***

Typically requires High School Diploma or equivalent and 3-5 years of experience.

***Preferred Experience/Qualifications***

* Proficient in Microsoft Office Suite
* Excellent interpersonal skills

ITS is an equal opportunity employer.

***Benefits:***

* Insurance: Health, Life, Dental, Vision, other supplementals.
* Paid Time Off/Holidays
* Retirement Plan
* Employee Assistance Program

***Job Type:*** Full-Time (8 AM to 5 PM, Monday-Friday)

**Salary:** $28,542.30 - $37,461.77 per year

Interested applicants should apply on the Mississippi State Personnel Board website: <https://www.governmentjobs.com/careers/mississippi/jobs/4040980/admin-support-assistant-iv>