

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

NOTICE OF ADMINISTRATIVE ASSISTANT CONTRACT WORKER

The Mississippi Department of Marine Resources (MDMR) will accept applications until **10:00 a.m. on March 1, 2018** for the purpose of hiring an **Administrative Assistant Contract Worker**.

The minimum qualifications for the position include:

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);
- **Experience:** Seven (7) years of experience related to the described job duties; knowledge of Microsoft Office, including Outlook, Word, Excel, and PowerPoint;
- **Preferred Experience:** Administrative Assistant work experience supporting multiple senior management positions; and
- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license. Must be able to lift up to 20 pounds.

This position pays \$20.00 per hour. The individual will need to be able to work flexible hours each week depending on the need of the agency. The hours will not exceed 1040 hours a year. There are no benefits with this position. Information about the positions, instructions for applying, and Application Form will be available on **February 14, 2018** on the MDMR website at <http://www.dmr.ms.gov/index.php/dmr-information/bids-main> and the Mississippi Procurement Portal at https://www.ms.gov/dfa/contract_bid_search. For additional information, please contact Valerie McWilliams, Procurement Specialist at (228) 523-4118 or by email at procurement@dmr.ms.gov.

Applications may be submitted by hand delivery or mail to Valerie McWilliams, Procurement Specialist, MDMR, 1141 Bayview Avenue, Biloxi, MS 39530, or by email to procurement@dmr.ms.gov. **The deadline for applying is 10:00 a.m. on March 1, 2018.**

All applications should be marked: **“Application for Administrative Assistant Contract Worker.”**