

APPALACHIAN COLLEGE OF PHARMACY ADMINISTRATIVE SUPPORT EMPLOYEE

Appalachian College of Pharmacy seeks to hire a full-time administrative support employee to perform work in its Business and Legal Offices, including but not limited to, management of the accounts payable process, maintenance of assessment data, preparation of written correspondence, and filing documents. The successful candidate should have a demonstrated ability to handle confidential matters with tact and discretion, to work collaboratively and professionally with colleagues but also work independently when needed. A bachelor's degree in an appropriate field of study and 5 years of relevant experience is preferred. The successful candidate shall be required to live in Buchanan County, Virginia. Applications should be submitted to HR@acp.edu and should include the following: (1) a letter describing relevant experiences and interest in the position; and (2) a curriculum vitae or resume; and (3) a completed application available at www.ACP.edu. Appalachian College of Pharmacy is an equal opportunity employer and is certified to operate in Virginia by the State Council for Higher Education of Virginia. Appalachian College of Pharmacy maintains a drug-free workplace.