

EXECUTIVE ASSISTANT

Mountain Lake PBS seeks a dynamic individual to assist the President and CEO. Successful candidate will be responsible for managing administrative functions and secretarial duties with minimal supervision. Must possess top-notch secretarial skills, be a word processing/spreadsheet pro with an eye for detail. Excellent organizational and communication skills (oral and written). Ability to maintain complete confidentiality, handle multiple tasks and deadlines. Position will serve as liaison for CEO and Board members. Send cover letter, resume and 3 professional references to: Human Resources, Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901 or email HR@mountainlake.org. Open until filled. EOE

LISA HOFF | Executive Assistant
Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901
PO Box 876, Lacolle, QC J0J 1J0
Phone: 518.563.9770 ext.103 | Fax: 518.561.1928
Confidential Fax: 518.324.0109