



## PICKAWAY COUNTY – THE CROSSROADS FOR BUSINESS CONNECTIONS

### Job Description

August 13, 2025

**Job Title:** Administrative Assistant

#### Summary:

Pickaway Progress Partnership (P3) is seeking a motivated and detail-oriented Administrative Assistant to support our growing organization. This role involves office management, file organization, and exposure to economic development efforts at local, regional, and state levels. The Administrative Assistant will work closely with the Executive Director and Development Specialist to manage daily operations, organize meetings, and handle clerical tasks while also managing data organization.

#### Responsibilities:

- Serve as the primary receptionist, answering calls and directing inquiries.
- Manage files, maintain databases, and handle document organization.
- Schedule and coordinate meetings for the Executive Director, P3 and Pickaway County Port Authority (PCPA), including preparing agendas and taking minutes.
- Provide general clerical support, including composing correspondence and maintaining contact databases.
- Perform other duties as assigned.

#### Qualifications:

- High school diploma or equivalent; currently enrolled in an accredited university/college program in business, economics, accounting, or a related field.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel).
- Strong written and verbal communication skills.
- Ability to work independently and manage multiple tasks.
- Professionalism, discretion, and attention to detail.
- Willingness to occasionally work outside normal hours for meetings and events.

#### Benefits & Compensation:

- Full-time position with regular business hours and schedule flexibility.
- Competitive pay, based on experience.
- Paid vacation and leave.
- Fast-paced, entrepreneurial, and innovative organizational culture

#### How to Apply:

Qualified applicants should complete the application provided below and submit a cover letter and resume to Tiffany Anderson at [tanderson@pickawayprogress.com](mailto:tanderson@pickawayprogress.com).

Pickaway County Port Authority (PCPA) and Pickaway Progress Partnership (P3)  
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