

Administrative Assistant

Loudon Utility Board (LUB) in Loudon, Tennessee is seeking an **Administrative Assistant** to support the Directors of the Electric and the Gas, Water and Wastewater departments by performing a variety of administrative tasks.

This position will report to the Director of Electric. The individual awarded this position will be proficient in office computer systems and software applications, i.e. Microsoft Word, PowerPoint, and Excel. We are seeking an individual with a strong work ethic, good communication skills and proven ability to deliver quality work in a dynamic environment. The ideal candidate will possess an Associate Degree in a business or related field and/or extensive administrative support experience.

LUB provides a competitive salary and a comprehensive benefits package that includes healthcare, paid time off, paid holidays and retirement.

This position is subject to a residency requirement.

Qualified individuals may send resumes (in WORD format) to:

Jaison Brown

jaison.brown@loudonutilities.org

LUB is an Equal Employment Opportunity Employer.