

Administrative Secretary Job Announcement

Indian Creek Primitive Baptist Church, located at 380 Indian Creek Road, is seeking a personable, punctual, responsible, reliable, Christian Administrative Secretary. Persons submitting resumes must have the ability to maintain confidentiality, have well-developed interpersonal skills, a knowledge of Microsoft Office 365 and can work independently. Duties, responsibilities and office hours can be found on Facebook at Indian Creek PB Church and on our web-site at www.indiancreekpb.org. Submit resumes to icpbc@bellsouth.net. The deadline is July 17th and start date is July 24th.