



Frank Phillips College

Full-Time Position Available

- POSITION:** Office Assistant for Safety Training Department
- POSITION POSTED:** October 23, 2017
- QUALIFICATIONS:** Experience in area industry is highly preferred. Must have experience and proficiency in Microsoft Office Word, Excel, PowerPoint, and Publisher. Must have excellent organizational skills. Position requires direct contact with the public and area industries. Must be willing to learn a variety of industry-related skills. May require some weekends and off-site work. Must be able to pass a background check for refinery access.
- RESPONSIBILITIES:** Responsible for check-in, badging, data entry, fit-testing, as well as monitoring the computer lab along with other duties as assigned.
- BENEFITS:** Frank Phillips College offers excellent benefits.
- SALARY:** Salary is based on entry-level salary schedule and experience.
- INSTRUCTIONS:** Complete the online application at www.fpctx.edu and attach a Letter of Application, Resume, and at least three (3) professional references. Copies of transcripts may be e-mailed to dwells@fpctx.edu.
- FOR MORE INFORMATION:** Debra Wells, Executive Assistant to the President
Frank Phillips College
P.O. Box 5118
Borger, TX 79036
Phone: 806-457-4244 Fax: 806-457-4224

All applicants are subject to a background check.

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