



ATTORNEYS AT LAW, LC

## JOIN THE JAN DILS TEAM

### EXPLORE OUR CAREER OPPORTUNITIES

IMMEDIATE OPENING AVAILABLE

#### **PARKERSBURG ADMIN. POSITION:**

Ability to work out of firm's main office in Parkersburg. Individual applying **MUST** have positive attitude, be personable and be a team player. Candidates should possess excellent written skills, professional communications skills, must be detail-oriented and possess excellent deductive reasoning skills. The environment of the position requires the individual to multi-task. General duties will include answering telephones, general administrative duties including clerical tasks. Medical background is definitely a plus.

#### **LETTER & RESUME TO:**

JAN DILS, *Attorneys at Law*

963 Market Street

Parkersburg, WV 26101

Or email [apply@jandils.com](mailto:apply@jandils.com)