



JOIN THE JAN DILS TEAM

EXPLORE OUR CAREER OPPORTUNITIES

IMMEDIATE OPENINGS AVAILABLE

ADMINISTRATIVE POSITIONS

Ability to work out of firm's main office in Parkersburg or Charleston office. MUST have positive attitude, be personable and be a team player, possess excellent communication skills and be able to multi-task. General duties include: answering telephones, general administrative duties including clerical tasks. No experience required.

LETTER & RESUME TO:

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Or email apply@jandils.com