



# JOIN THE JAN DILS TEAM

## EXPLORE OUR CAREER OPPORTUNITIES

IMMEDIATE OPENING AVAILABLE

---

### **ADMINISTRATIVE POSITION**

**Ability to work out of firm's Beckley office. Position will entail face to face communication with the client. 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:**

*JAN DILS, Attorneys at Law*

963 Market Street

Parkersburg, WV 26101

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