



JOIN THE JAN DILS TEAM

EXPLORE OUR CAREER OPPORTUNITIES

IMMEDIATE OPENINGS AVAILABLE

ADMIN POSITION/ENTRY LEVEL

Ability to work out of firm's 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. Interested applicants should have leadership capabilities.

LETTER & RESUME TO:

JAN DILS, Attorneys at Law

963 Market Street

Parkersburg, WV 26101

Or email apply@jandils.com