



# JOIN THE JAN DILS TEAM

## EXPLORE OUR CAREER OPPORTUNITIES

IMMEDIATE OPENINGS AVAILABLE

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### **ADMINISTRATIVE POSITIONS**

**Ability to work out of firm's main office in Parkersburg. 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)