



ATTORNEYS AT LAW, LC

# 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. Individuals applying **MUST** have positive attitude, be personable and be a team player. Candidates should possess excellent written skills and professional communication skills. The environment of the position requires the individual to multi-task. General duties will include answering telephones, general administrative duties including clerical tasks. No experience is required.

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

JAN DILS, *Attorneys at Law*

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Parkersburg, WV 26101

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