



## POSITION DESCRIPTION

### Position

2015-Corporate Office or Research Assistant

### Project

General Support

### Goal

To provide administrative, logistical and research support in the Kilmarnock, VA Corporate Office

### Reports To

## Requirements

Some college courses or Associates Degree are required.  
Career Interest in Business Operations, Information Technology and/or Research Support  
Excellent organization skills and ability to work independently  
Excellent interpersonal skills  
Good oral and written communication skills  
Excellent computer skills with knowledge of word processing, publishing, and databases  
Trustworthy and self-starter  
Must pass background check

## Responsibilities

- Develop and disseminate documents and publications as required
- Internet searches and website maintenance
- General office support
- Data entry and database maintenance
- These are required responsibilities, but do not include all office tasks the employee may be asked to perform

## Compensation

\$12.00 per hour; 15-20 hours per week;  
Full-time employment potential and advancement.

## Benefits

Submit resume, cover letter and three professional references to [chosenpeople@reessi.com](mailto:chosenpeople@reessi.com).