



Position Announcement

Part-Time Administrative Support

Louisiana Central is seeking to fulfill an opening for part-time Administrative Support. The ideal candidate is detail-oriented, self-motivated, and eager to contribute to our mission.

Qualifications / Skills:

- Excellent word processing and data management skills
- Ability to self-manage work schedules

Education and Experience Requirements:

- Experience with Google Suite preferred, but not required

Louisiana Central is an equal opportunity employer. We do not discriminate on the basis of race, color, religion or religious creed, sexual orientation, gender, gender identity, marital status, family or parental status, disability, military or veteran status, or any other basis protected by law. All employment decisions are based on a person's merit, business needs, and role requirements.

Applicants should submit a cover letter and resume to eculp@louisiana-central.com. For more information about Louisiana Central, visit www.louisiana-central.com.



(318) 441-3400



1302 Murray Street, Alexandria, LA 71301

www.louisiana-central.com