

## Administrative Assistant Economic Development

Would you like to be part of a professional team with diverse and exciting activities while interacting with the public, staff members from other departments, local businesses, and related organizations regularly?

Botetourt County Department of Economic Development has an opening for an Administrative Assistant. This support position has a critical role in the County's economic development initiatives and assists with the success of the department in providing services to the local business community and to businesses considering a location in the community.

For application, full job description and benefits overview, go to [www.botetourtva.gov](http://www.botetourtva.gov)

Preference will be given to applications received by close of business, August 20, 2021.

Position will remain open until filled.

Botetourt County is an Equal Opportunity Employer.