



EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT

INCOG, the principal planning agency for the Tulsa metropolitan area, is seeking qualified candidates for the position of Administrative Assistant to the Executive Director, Deputy Director and Legal Affairs Coordinator. Primary responsibilities include preparing and distributing agendas and minutes for meetings of boards and committees, creating and maintaining complex document and data files, coordinating travel plans and other administrative duties as necessary.

Qualified candidate will possess a degree from an accredited business college or university with a relevant work record of at least five years or equivalent combination of education and experience. Must be proficient in Microsoft Windows, Excel, Word, and Outlook and have excellent written and oral communication skills.

INCOG offers a comprehensive benefits package including retirement, medical, dental and vision plans and a smoke-free working environment. Submit resume and salary expectation to: Personnel Director, INCOG, 2 West 2nd Street, Suite 800, Tulsa, OK 74103 or email incog@incog.org.