

Full-Time Administrative Assistant and Medicaid Coordinator

The Pecos Valley Regional Education Cooperative 8 has an immediate opening for a full-time administrative assistant and Medicaid coordinator. Duties include clerical work, data entry, special programs and events, invoicing, and various tasks. Multi-tasking and experience with Microsoft and Adobe applications are preferred. Pay is dependent on experience. Please call 575-748-6100 for more information regarding job details. Please email resumes to kalsup@pvrec8.com or drop off a resume at 2218 W. Grand Avenue, Artesia, NM 88210.