

The Tulsa Development Authority (TDA) is seeking to fill an Office Assistant position.

Office Assistant Responsibilities:

Maintain office operations by receiving and distributing communications; maintain supplies and equipment; update the TDA website; pick up and deliver items to City of Tulsa Staff; customer service skills; and such other duties and responsibilities as may be assigned by the TDA Executive Director.

Please refer to the TDA website and the City of Tulsa website for full explanation of job duties.

www.tulsadevelopmentauthority.org or

www.cityoftulsa.org

Candidates are asked to submit hard copies of their cover letter and resumes to the TDA office by March 29, 2019 or email the information to Carol Young at carol@tulsadevelopmentauthority.org.

If there are questions or comments, please contact;

Mr. O. C. Walker, Executive Director
Tulsa Development Authority
1216 N. Lansing Ave., Suite D
Tulsa, Oklahoma 74106.