

Part time Blue Ridge Business Development Position

Alleghany County is seeking an individual on a part time basis to coordinate rental spaces and assist tenants at the Blue Ridge Business Development Center located at 115 Atwood Street, Sparta, NC.

Duties include but are not limited to collecting rental checks from tenants and providing documentation of receipt of funds; working with the Alleghany County Finance Office on rental payments/refunds and recordkeeping; organization of rental spaces and showings as needed; possessing keys, maintaining documents, ordering supplies, assisting with contract/lease information, etc. that pertains to the BDC operations; and submitting any custodial or maintenance items that may arise to the appropriate County employees.

Pay will be on a monthly pre-determined basis as agreed upon by both parties. There are no benefits provided with this position. Alleghany County is an EOE.

Applications are available in the Finance/Human Resources Office at 348 S. Main Street, LL60 or LL70. Position is open until filled.