

## **Part-time Administrative Assistant**

Town of Greenville is looking for a Part-time Administrative Assistant. We are seeking a self-starter to join our team of public servants as we create and carryout a brand-new vision for the Town of Greenville. If you are looking for a fulfilling and challenging growth opportunity, we may be your next great opportunity. We want you to succeed as part of our team. We provide training and super flexibility in this role. Maybe you are a college student or homemaker needing flexible hours. We offer a family-friendly work environment, a five-day workweek, and a generous holiday line-up.

### **Administrative Assistant Job Responsibilities:**

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.

You work 15-20 hours per work scheduled around your priorities and our needs. You will work 3-4 hours per day Monday-Friday. Some of your hours can be non-traditional in this role.

### **Administrative Assistant Skills and Qualifications:**

- Reporting Skills

- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Professionalism
- Problem Solving
- Supply Management
- Inventory Control
- Verbal Communication

#### Education and Experience Requirements

- High school diploma or equivalent education required
- 1-3 years of administrative assistant experience preferred
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance

If this sounds like the opportunity you've been searching for please send a copy of your resume to [clerk@mygreenvillefl.com](mailto:clerk@mygreenvillefl.com). Please put the job title in the subject line of your email.