

Executive Administrative Assistant Needed

One full-time position or potential job sharing for two part-time employees:

Position Hours Monday- Friday 9 am -5 pm, except 9am - 1pm on Wednesday (also requires attendance at afterhours monthly meetings). This key position represents the Town as the initial contact at Town Hall and must be able to communicate courteously and effectively with the public.

Job duties:

- Assist Town staff by performing a variety of administrative duties, including but not limited to, composing and preparing reports and correspondence, researching and compiling data, recording and transcribing minutes (which requires attendance at afterhours monthly meetings), maintaining computer record keeping operations, production of monthly newsletter, updating website, establishing and maintaining filing systems, responding to routine correspondence, orders and maintains office supplies, etc.
- Answers the telephone; Provides efficient and helpful information to callers and/or forwards calls to appropriate staff person; greets office visitors and performs customer/public service duties as required.
- Process, reviews, and tracks zoning applications; Process business licenses; collects fees and prepares and/or processes checks, performs other duties as directed by the Town Administrator.

Qualifications: Bachelor's degree in business management or other related field and two years of office administrative experience preferred **or** any equivalent combination of education and experience. Proficient in Microsoft Office with ability to use various software.

Salary Information: Dependent on qualifications. Employee benefits include State Retirement, paid holidays and annual leave. Please note that we do not currently offer healthcare benefits.

How to apply: Submit resume with salary requirements to: mccllellanville@outlook.com or Town of McClellanville, ATTN: Executive Administrative Assistant, 405 Pinckney Street, McClellanville, SC 29458. Please note if you are interested in a full-time or part-time position.

Resumes will be accepted until the position is filled.