

POSITION VACANCY

TOWN OF EATONVILLE
PUBLIC WORKS DEPARTMENT
ADMINISTRATIVE ASSISTANT (20181-A)

SALARY RANGE: \$21,278- \$31,918

General Description of duties: Performs administrative, and clerical functions, considerable contact with the public, provides office support services to the supervisor; prepares and maintains departmental purchase requests, bids and all pertinent information pertaining to departmental purchases and expenses. Maintains time and attendance records and prepares departmental payroll reports, ability to establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE: High School Graduate, with two (2) years relevant experience with administrative and general office work experience and a minimum of five (5) years of Administrative experience. Computer literate with extensive experience in MS, Word, and Google Calendar.

Deadline to apply is July 16, 2018,
Please submit resume to:

Town Clerk
PO Box 2163
Eatonville, Florida 32751
Or email to: cwilliams@townofeatonville.org