

Administrative Assistant

The City of Ewart is seeking an experienced and versatile part-time Administrative Assistant.

Primary responsibility is administrative support to the Interim City Manager with activities including a full range of office duties such as assisting the public, bookkeeping, reconciliations, scheduling, filing, records management, application and transaction processing, preparing correspondence and document processing. Additional specialized tasks pertain to preparing reports, reviewing documents, minute taking and document imaging.

The successful applicant will possess high-level customer service skills, excellent written and oral communication, exemplary computer ability, organization and office management skills, initiative and adaptability. They will have attention to detail, willingness to learn new skills and tasks and a proven track record of improving organizational efficiency and effectiveness.

Requirements Include:

A high school diploma and valid Michigan Driver's License.

Associates or Bachelor degree strongly preferred or a substantial combination of education and experience which demonstrates the knowledge and ability to perform the work.

Knowledge of basic accounting principles and practices as well as general office operations and clerical procedures and practices.

The ability to learn the policies and procedures specific to the job(s).

Skill in maintaining complex record keeping and document retention systems and in compiling comprehensive reports.

Skill in operation of a computer including mandatory proficiency with MS Office and ability to learn other specialized programs as needed. Must be proficient in the use of a copier, fax machine, digital camera, scanner, calculator and other standard office equipment.

The ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information.

The ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, supervisors, officials and the general public.

The ability to assess situations, assist in solving problems and work effectively within deadlines and changes in work priorities and to coordinate work assignments.

The ability to understand and follow complex oral and written instructions and carry them out with minimal assistance and work with minimal supervision.

Wage is negotiable depending on experience and background.

Interested applicants should submit a cover letter, resume and three references by January 24, 2019. Position start date is tentatively February 4, 2019. Resumes shall be delivered to the Interim City Manager's office or emailed to sarah.dvoracek@ewart.org with Administrative Assistant as the subject line.

The City of Ewart is an equal opportunity employer.