

Administrative Assistant

Closing Date: October 21, 2021.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates effectively and professionally with the public.
- Cash handling and processing payments request.
- Answers telephones and communicates with departments as needed. Schedules appointments.
- Generate memos, email and reports when appropriate.
- Data entry and file maintenance (vendor setup, P.O request and tracking)
- Distribute mail and correspondences for various departments.
- Responsible for keeping inventory of equipments, vehicle, office supplies and placing orders for replenishment when needed.
- Maintain accurate cash drawer.
- Prepare bank deposits, general ledger postings and statements.
- Provide accounting and clerical assistance to the Finance department.
- Possesses good record keeping techniques.
- Assists Administration in preparation and processing of correspondences.
- Serves as liaison to IT Consultant.
- Organizes City Managers Calendar/Agenda
- Performs other duties as assigned and directed by Administration.

Education and Experience:

- High School Diploma or Equivalent
- Two (2) years of recent work experience performing customer service duties with a high volume of public contact.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working in a fast-paced environment.
- Exceptional communication skills.
- Strong administrative skills.
- Proficiency in Ms Office with expertise in Microsoft Word & Excel.

Inquires:

Please submit a cover letter and resume to:

City of Pahokee

Human Resource Manager

Jacqueline Ramsay

207 Begonia Drive

Pahokee, FL 33476

Email: jramsay@cityofpahokee.com

Job Type: Part-time