

Executive Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$22.16 to \$25.66 hourly

Employment status: Contract / Temporary to Hire

Description

Job Responsibilities:

- Prepare and edit correspondence for the City Manager and council meetings
- Write reports, ensuring grammar and spelling accuracy
- Coordinate with department heads to ensure accurate document routing
- Monitor department budget, preparing financial reports and transferring funds as needed
- Process budget documentation, checking invoice accuracy and preparing budget reports
- Arrange meetings, including room preparation and minute-taking
- Maintain and organise files and records
- Coordinate travel arrangements for assigned authority
- Attend city council meetings and other official meetings
- Provide customer service in person and via phone and mail
- Conduct research as required
- Monitor and order department supplies
- Maintain confidentiality and professionalism at all times
- Work evenings and nights as required
- Execute additional duties as assigned

Requirements

Education:

Bachelor's degree in public, business or office administration and five (5) years of related experience required. Experience in customer service, record management, and personal computer operations preferred.

Additional Requirements:

May require valid State of Georgia Notary Public certification.

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