

VILLAGE OF CERRO GORDO: CURRENTLY HIRING FOR PART-TIME ADMINISTRATIVE ASSISTANT:

Administrative Assistant Job Description:

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication.

Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Part-time position. The Village is an EEO employer. <http://www.fathill.com>

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Requirements:

- High School Diploma or equivalent; college degree preferred
- Proven administrative or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Telephone and communication skills
- Ability to work in team environment

Reports to: Village Clerk**Responsibilities: Duties include, but are not limited, to:**

- Provides reception services at village hall by answering telephone, email, and in person service
- Handle sensitive information in a confidential manner
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc. independently and with minimal supervision
- Maintain computer and manual filing systems Write letters and emails on behalf of other office staff
- Sorts and files correspondence, checks, vouchers, and other materials, numerically, alphabetically, or by other prescribed methods.
- Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger
- Photocopy and print out documents on behalf of other colleagues

Administrative Assistant top skills & proficiencies:

- Reporting Skills, Teamwork, Patience
- Administrative Writing Skills
- Analysis
- Professionalism
- Problem Solving
- Supply Management
- Inventory Control
- Clear and effective verbal communication
- Typing Skills
- Attention to Detail and Accuracy
- Ability to multitask
- Telephone and interpersonal skills
- Discretion and Judgment