

Administrative Assistant/Customer Service (Part-Time) Town of Southwest Ranches, FL

Performs a wide variety of receptionist and administrative tasks at Town Hall and is the first impression to visitors, vendors and employees. Responsible for providing superior customer service in a fast-paced environment and assisting customers and staff members in a professional and efficient manner. Works as required within the context of the Town's Mission, Vision and Values Statement with a strong and progressive customer service orientation. Must possess high school diploma or GED. Associate's degree in Business Administration preferred. Some work experience in an office environment required. Proficiency in Microsoft Office Suite required. A comparable amount of training, education or experience may be substituted for the minimum qualifications. Valid FL D/L Required. \$10-12 hourly anticipated starting pay DOQ. Open until filled; initial review 10/31/2017. Submit cover letter, resume, and completed job application to slungo@southwestranches.org. Also, visit www.southwestranches.org for blank employment application and detailed Job Description.