



Administrative Assistant

The Town of Camden, Delaware is currently accepting resumes for the part-time position of Administrative Assistant. 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.

Resumes should be mailed to Camden Town Hall, 1783 Friends Way, Camden, DE 19934, or electronically emailed to sarah.cahall@townofcamden.com. A full job description of the Administrative Assistant can be found on our website at: www.camden.delaware.gov. This position will continue to stay open until filled. The Town of Camden is an Equal Opportunity Employer.