



Town of Camden

The Town of Camden, DE is looking for a qualified individual 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.

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. Rely on experience and judgment to plan and accomplish goals. The Administrative Assistant will report to the Town Manager.

Responsibilities:

- Answer and direct phone calls
- Produce and distribute correspondence memos, letters, faxes, and forms
- Receiving and processing of residential, business, and rental payments
- Assist in the preparation of regularly scheduled reports
- Contacting residents and businesses to resolve issues as needed
- Provide information by answering questions and requests
- Research and create presentations
- Handle multiple projects
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Reply to email, telephone, or face to face inquiries
- Resolve administrative problems
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues
- Prepare and mail large amounts of documents to residents and businesses as needed
- Learning the duties of the Town Clerk to assist and stand in when necessary
- Assisting the Finance department, public works department and the Town Manager with some clerical duties as needed

Requirements:

- High school diploma or equivalent; An associate or bachelor's degree in Business Administration or equivalent is preferred
- At least two (2) years of experience in the field or in a related area with at least one (1) of those years with the applicant being responsible for clerical duties, is required.
- 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
- Proficient in MS Office
- Municipal experience preferred

In addition to these qualifications, applicants must have a high level of ethics and integrity and can communicate effectively with the public and work well with Town Council, Town employees and others. Applicants must possess a high level of computer proficiency including knowledge of and experience with such computer programs as Microsoft Excel, Outlook Express, Microsoft Office and Power Point software. Copies of the job description are available upon request.

The successful applicant must pass a background check. Salary will be commensurate with education and experience. As a part time position, benefits will not be available. The successful applicant's schedule will consist of a 3-day work week starting at 8:00 am and ending at 4:00 pm.

To apply, qualified applicants should e-mail a cover letter and resume to Sarah Cahall, the Town Clerk of Camden. Her e-mail address is Sarah.cahall@townofcamden.com

The Town of Camden is an Equal Opportunity Employer