



City of Salisbury
Department of Field Operations
Service Center
Open To Current Employees Only

Administrative Assistant

Full-time (40 hours)

\$30,251- \$32,745 DOQ

Full range of benefits

Essential Functions: Perform administrative functions to include answering phones, taking messages, forwarding phone calls to appropriate individuals and greeting visitors to the department; Process and track purchase requisitions, invoices, purchase orders, and purchase authorizations; Assist with bi-weekly payroll process; Organize and maintain filing system.

Requirements: H.S. Diploma or GED. Associate's Degree preferred, with three years of experience or equivalent training and/or education. Knowledge of standard office practices, techniques, and equipment. Must have the ability to prioritize and multitask with attention to detail. Candidate should be self-motivated and have a good command of the Microsoft Office Suite, to include Word, Excel, and Outlook.

Closing Date: Open Until Filled

Apply: Send City application and detailed resume to:

City of Salisbury Human Resources Dept.
125 N. Division Street
Salisbury, Maryland 21801
410-548-1065 FAX: 410-548-3748
Web Site: www.salisbury.md
Email: jobs@salisbury.md.

EOE