



**City of Salisbury
Infrastructure & Development Department
Administrative Assistant**

Full-time (35 hrs/week) Salary: \$30,251 Full range of benefits

Situated between the Chesapeake Bay and Atlantic Ocean is the capital of the Eastern Shore, Salisbury, Maryland. With a population of over 32,000, Salisbury has become home to a very diverse community of people. Whether it is for the vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, or globally known corporations, people are coming to be a part of this ever changing town.

Salisbury is currently looking to hire an Administrative Assistant to add to our Infrastructure and Development Department team. As an Administrative Assistant, you will be enhancing the quality of life of our citizens by greeting visitors to the department and responding to requests for information. You will be responsible for processing departmental expenditures and the general administration of department programs. You will also be responsible for entering payroll and tracking leave time for a department of 28 employees.

Duties: Timekeeper, customer service, entering purchase requisitions, processing invoices, ordering office supplies, and project information filing.

Requirements: Associates Degree, three years of related experience in administrative work or equivalent training, education or experience. Must be able to communicate clearly and concisely both orally and in writing. Must have proven experience with Microsoft Office Suite, electronic mail, internet and any type of payroll software.

Closing Date: September 27, 2019 submit Resume and Cover Letter and **Apply on line** www.salisbury.md/apply

City of Salisbury, HR Department, 125 N. Division Street, Salisbury, MD 21801
Phone: 410-548-1065, FAX: 410-548-3748 email: jobs@salisbury.md
Visit our web site www.salisbury.md

EOE