



City of Salisbury
Water Treatment Plant

Administrative Office Associate

Fulltime 40 hours

\$28,009 - \$30,318

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. Respond appropriately to requests for information. Compile internal and external correspondence. Must have the ability to prioritize and multitask with attention to detail and be self-motivated. Must be able to do payroll entry, process invoices, perform purchasing functions, budget entry, manage financial records, scan documents and maintain files.

Requirements: H.S. Diploma or GED. Associate's Degree in business preferred with one year related work experience or equivalent training, education and experience. Knowledge of standard office practices, techniques, and equipment. Must have good command of the Microsoft Office Suite, to include Word, Excel, and Outlook. Valid Driving license.

Closing Date: Open until filled

Apply: On line at www.salisbury.md/apply Upload cover letter and resume into the application.

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

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