



City of Salisbury
Department of Field Operations
Salisbury Zoo

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; Provides administrative support for the division head and leadership. Process and track purchase requisitions, invoices, purchase orders, purchase authorizations and oversee cash receipts and revenue; Process bi-weekly payroll process; Organize and maintain filing system. Provides training for administrative staff;

Requirements: H.S. Diploma or GED. Associate's Degree preferred, with two 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. Valid driver's license.

Closing Date: Open Until Filled

Apply: Send City application and detailed resume to below or Online 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.

EOE