



**DEPARTMENT:** Human Resources  
**POSITION:** Administrative Assistant I or II DOQ  
**TYPE:** Full Time Position- 35 hours per week  
**SALARY:** \$32,745 – \$34,749  
**BENEFITS:** Full Benefits  
**CLOSING DATE:** Open until filled



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** The Human Resources Department provides services that support employees as they grow their careers, navigate life's changes, and go the extra mile for our community and one another. The HR team includes the Director, HR Specialist, Risk Manager and Administrative Assistant. The Department is responsible for compensation and benefits, recruitment and retention, and employee policy development for all 12 City departments.

**Profile:**

The Administrative Assistant provides high level support to the HR Department. It requires the ability to work well with others, organized and be detail oriented. This position will greet visitors, answer phones and assist employees and visitors with their questions regarding a wide variety of benefits, activities, and policies. This position will review and process invoices, order office supplies and enter purchase requisitions. This position requires complete confidentiality due to the nature of the information that is maintained within the department. The Administrative Assistant processes all applications for employment, hiring, and benefit enrollment and changes to those benefits. Administering the process for onboarding for all new hires.

**Preferred Education:** Associates Degree in Office Technology or Business Management or equivalent education and training.

**Preferred Experience:** A minimum of one year of related experience in secretarial or human resources office. Candidate must have advanced experience with Microsoft Office Suite and other software products.

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.