

JOB OPENING

ADMINISTRATIVE ASSISTANT

DOWNTOWN WYTHEVILLE, INC.

The Town of Wytheville is accepting applications for the part-time position of Administrative Assistant for Downtown Wytheville, Inc. **Desired Qualifications:** The successful candidate should be able to provide administrative support to the Executive Director on the organization's operations, events, design projects and economic promotions. Must be an administrative professional who has excellent communication skills, possess an extensive customer service background, and the ability to ensure excellent customer service in person, via telephone and email to local citizens, businesses and visitors. Able to build strong, productive working relationships with the local business community and appropriate public agencies at the local, regional and state levels, be able to work independently, have experience in a busy business environment with the ability to multi-task multiple projects successfully. **Education and Experience:** Graduation from a high school or GED equivalent required. Graduation from an accredited two or four-year college preferred. Professional experience with computers, Adobe Creative Cloud software and administrative support preferred. An equivalent combination of related education and experience. A strong working knowledge of Microsoft software including Word, Excel, PowerPoint, Publisher, use of social media and web techniques is required. **Salary Range:** Based on qualifications and experience (\$9.00-\$11.00 per hour). The maximum hours for this position will not exceed 25 hours per week. Application packages and additional information are available from the Human Resources Department at the Town Municipal Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. on weekdays, or on the Town's website at www.wytheville.org. Applications will be received until position is filled. EOE