

## JOB OPENING

### PART-TIME FRONT DESK ASSISTANT/RECEPTIONIST

Applications will be received by the Human Resource Manager of the Town of Wytheville for the part-time position of Front Desk Assistant/Receptionist at the Wytheville Community Center. This position will work mostly evenings and weekends. **Desired Qualifications:** Applicants should have the ability to multi-task in a very high paced work environment, be able to perform a variety of front desk/receptionist/clerical procedures to include provide information, register all clients for facility uses and complete basic accounting process with minimal to no errors; have good computer skills, which include experience with Microsoft Office; have excellent customer service with a welcoming demeanor. **Education and Experience:** Graduation from high school or equivalent with specialized course work in front desk and general office practices and/or customer service with at least one year of experience. Any equivalent combination of experience and training is accepted. **Required Qualification:** Possess a valid state driver's license or the ability to obtain one. **Ability to work afternoon/evenings and weekends.** **Salary Range:** \$9.20 per hour. Application packages are available from the Human Resources Department at the Town Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. or on the Town's Website at [www.wytheville.org](http://www.wytheville.org). Applications will be received until position is filled. The Town of Wytheville is an Equal Opportunity Employer.