

## PART-TIME POSITION OPENING

### FRONT DESK ASSISTANT/RECEPTIONIST

Applications will be received by the Human Resource Manager of the Town of Wytheville until 5:00 P. M. February 15, 2012, for the part-time position of Front Desk Assistant/Receptionist at the Wytheville Community Center. **Desired Qualifications:** Applicants should be able to work a flexible/rotating work schedule (week-ends, early morning and late evening hours, and some holidays) and be able to perform a variety of receptionist and clerical procedures, have good computer skills, which includes experience with Microsoft Office, excellent customer service and good math skills. **Education and Experience:** A high school education and one year of experience in general office practice is required. **Salary Range:** \$9.20 per hour. Application packages are available from Libby Henley at the Town Office 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). EOE

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