

JOB OPENING

FULL-TIME FRONT DESK ATTENDANT

Applications will be received by the Human Resource Manager of the Town of Wytheville for the full-time position of Front Desk Attendant at the Wytheville Community Center. Responsibilities include but are not limited to all pass plan registrations, program registrations, facility bookings, daily financial records and facility supervision. **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 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 Monday through Friday from 1:00 p.m. to 9:00 p.m. with occasional weekends and holidays.** **Salary Range:** \$24,426 - \$39,287. 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. Applications will be received until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**