

JOB OPENING

FULL-TIME FACILITY SERVICES SPECIALIST WYTHEVILLE MEETING CENTER

Applications will be received by the Human Resources Manager of the Town of Wytheville, for the full-time position of Facility Services Specialist at the Wytheville Meeting Center. **Desired Qualifications:** The successful candidate will be responsible for setting up and tearing down meeting rooms as well as handling needs of clients in a professional, customer service-oriented manner. Excellent communication skills needed and ability to work independently. Ability to lift over twenty-five pounds on a repetitive basis. Applicant must have a flexible schedule to work some nights, weekends, and holidays. **Education and Experience:** High school diploma or GED with two years of related experience, or any equivalent combination of related education and experience. **Salary Range:** \$27,235 - \$43,806. Application packages 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. weekdays or on the Town's Web site at www.wytheville.org. Applications will be received until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**