

## JOB OPENING

### Service Coordinator / Administrative Assistant

Applications will be received by the Town of Wytheville Human Resources Department for the full-time position of Service Coordinator/Administrative Assistant at the Wytheville Community Center. **Desired Qualifications:** Applicants should have the ability to: multi-task in a very high paced work environment and manage multiple projects at one time, be able to supervise/manage staff, provide a high level of customer service, manage software database, perform accounting techniques, perform a variety of clerical procedures with minimal to no errors, have excellent computer skills, which include experience with Microsoft Office, maintain a high level of confidentiality. **Education and Experience:** Graduation from high school and an accredited college with an associate degree in accounting, business, or public administration or related field and two years of related experience. Any equivalent combination of education and experience, with additional experience substituting for the required college level training on a year for year basis. **Required Qualification:** Possess a valid state driver's license or the ability to obtain one. Ability to work Monday through Friday from 8:00 a.m. and 5:00 p.m. with occasional weekends, evening and holidays. **Salary Range:** \$28,621 - \$46,035. 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.**