

JOB OPENING

FULL-TIME ADMINISTRATIVE ASSISTANT

JOINT IDA OF WYTHE COUNTY, VA

The Joint IDA of Wythe County, VA is accepting applications for the full-time position of Administrative Assistant. **Desired Qualifications:** The successful candidate should be able to provide administrative support to the Executive Director of the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat, and serve as the clerk of the authority. Must be an administrative professional who has excellent communication skills, and the ability to ensure excellent customer service in person, via telephone and email to local citizens, businesses and visitors. Must also have the ability to build strong, productive working relationships, be able to work independently, have experience in a busy business environment with the ability to multi-task multiple projects successfully. Experience with bookkeeping and accounting is highly desirable. **Education and Experience:** Graduation from a high school or GED equivalent required. Graduation from an accredited two or four-year college preferred. Extensive experience in administrative support preferred. A strong professional working knowledge of Microsoft software including Word, Excel, PowerPoint, Adobe Acrobat, QuickBooks, cloud storage, tablets, laptops, AV equipment, telecommunications and social media is required. An equivalent combination of related education and experience will be considered. **Salary Range:** Based on qualifications and experience. Application packages, full job description and additional information is available in the Lobby of the Town Municipal Office at 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. weekdays or on the Town's Website at www.wytheville.org or at the JIDA's Website at www.wytheida.org. Applications will be received until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**