

JOB OPENING

FULL-TIME FRONT DESK ASSISTANT/RECEPTIONIST

Applications will be received by the Human Resource Manager of the Town of Wytheville for the full-time position of Front Desk Assistant/Receptionist 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.**