

Administrative Assistant

Shawnee Township Fire Department is looking for an Administrative Assistant that will be able assist the fire chief, command staff, and other department members in maintaining our professional services offered to our community. We have our current administrative assistant retiring and we are looking for someone that will be able to fill this position in the near future to allow for some cross training.

Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.

This position is fulltime with medical, pension, paid holidays, leave time, and starting salary is \$15.00/hr.

Administrative Assistant Skills and Qualifications:

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Professionalism
- Problem Solving

- Supply Management
- Inventory Control
- Verbal Communication

Education and Experience Requirements

- High school diploma or equivalent education required
- 3 years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance

Please send your resumes to Fire Chief Todd Truesdale via email at chief@shawneetwpfire.com and an application will follow via your email provided.