

Taney County Road & Bridge is now accepting applications for the following Job. The deadline is May 27th at 5:00 pm. Résumés may be emailed to road@co.taney.mo.us or dropped off at the Road & Bridge office 139 David Street, Forsyth, MO

Taney County Road & Bridge Administrative Assistant

SUMMARY

Provide administrative support to the Road & Bridge Department. Duties include general clerical, receptionist and project based work. Project a friendly and professional image through in-person and phone interaction.

PRIMARY RESPONSIBILITIES

1. Answer telephones.
2. Meet and greet all visitors.
3. Create and modify documents using Microsoft Office.
4. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
5. Maintain hard copy and electronic filing system.
6. Sign for and distribute packages.
7. Research, price, and purchase office related expenses.
8. Coordinate and maintain records for staff office space, phones, company credit cards and office keys.
9. Setup and coordinate meetings, conferences and accommodations.
10. Maintain and distribute schedules.
11. Support Road & Bridge staff in assigned project based work.
12. Other duties as assigned.
13. Assist in research.
14. Retrieve back up information for PO's if required
15. Issue Purchase Orders

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.

SALARY

Salary ranges from \$10.00 - \$12.00 per hour depending upon experience.

EOE