

Town of Eden Job Opportunity

The Town of Eden Supervisor's office is accepting applications for a part time administrative assistant position. This position offers a flexible schedule of Monday-Friday between 8am-4pm, up to 19 hours a week. The starting wage is \$18.00 per hour. Interested candidates should submit a resume and cover letter no later than April 19, 2024 to admin@edenny.gov or drop off to the Supervisor's office located at 2795 East Church St., Eden during normal business hours.

Key Responsibilities:

- Assist with public comments and complaints
- Compile reports and carry out special assignments
- Assist with social media and website
- Assist with scheduling senior transportation

Qualifications:

- Proficient in Microsoft Word & Excel
- Strong Communication Skills, both written and verbal
- Attention to Detail
- Confidentiality
- Experience with Facebook and websites
- Ability to multitask in a fast-paced environment