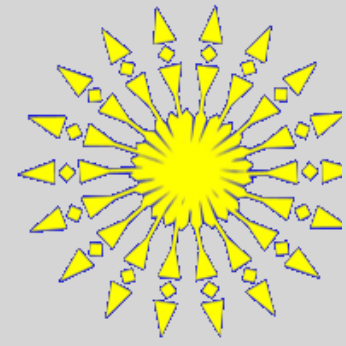


EXECUTIVE ASSISTANT

CITY OF SULLIVAN, IN



ROLES AND RESPONSIBILITIES




The Executive Assistant will serve as administrative support to the City of Sullivan's Mayor as well as be responsible for the daily business operations of the Mayor's office. Efforts include:

- Providing high-level customer service to all citizens at City Hall and the Mayor's office;
- Answering and returning phone calls and emails efficiently and in a timely manner;
- Managing calendars and scheduling meetings;
- Maintaining and implementing processes for day-to-day office operations;
- Improving the existing procedures for outgoing and incoming resources and track inventory for the organization;
- Communicating with the general staff on the Mayor's behalf and coordinating logistics with high-level meetings both internally and externally;
- Assisting in developing, writing, and scheduling social media posts for the City's social media pages.

This is a salary position. Some evenings, weekends and travel required.

TO APPLY, PLEASE SUBMIT COVER LETTER,
RESUME AND PROFESSIONAL REFERENCES TO
JOBS@CITYOFSULLIVAN.ORG.

INFORMATION

-  Full-time
-  Mayor's Office
-  \$30,000 - \$35,000 annually
(dependent on qualifications)

QUALIFICATIONS

- Associate degree in business, communications, accounting, Human Resources, or related degree.
 - Office management or administrative assistant experience.
- *Preferred, but not required.

PREFERRED SKILLS

- Associate degree or similar training
- Fluent in Microsoft Suite
- Fluent in dictation
- Strong organizational and customer service skills
- Strong written and verbal communication skills
- Basic understanding of social media