

Administrative Assistant

Job Status

Closed - no longer accepting applications

Job Closing Date

Mon, 04/08/2024 - 5:00 PM

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The Town of Edenton is seeking to fill an Administrative Assistant position at the Public Works Department!

This position performs a variety of administrative, record-keeping, public contact and office management duties as the primary program support for the Public Works Department.

Primary duties will include handling public requests and inquiries, processing invoices and submitting for payment, processing semi-monthly department payroll, maintaining department records, compiling reports and records and other related duties as required.

Must be a graduate from high school or equivalent, supplemented with courses in related field, and administrative support experience. Must have strong background in using Microsoft Word and Excel programs.

Applications can be returned to the Town of Edenton Public Works Department, Attn: David Myers, Public Works Director, 118 West Hicks Street or mailed to P. O. Box 300, Edenton, NC 27932.

Applications will be received until position is filled. The Town of Edenton is an Equal Opportunity Employer and Drug Free Workplace.

Supporting Documents

Town of Edenton Job Application 65.55 KB

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