



JOB VACANCY

Front Desk Administrative Assistant

Gilmer County is currently recruiting for a Front Desk Administrative Assistant at the Board of Commissioners Office. The purpose of this position is to provide customer service and administrative assistance for the Commissioner's Office.

MINIMUM QUALIFICATIONS

High School Diploma or GED, supplemented by a minimum of two (2) years of front desk or administrative assistance. Proficient in Microsoft computer skills/technology. Strong clerical, administrative and general office skills. Good organizational and time-management skills. Exceptional customer service skills. Able to work in a fast-paced front desk receptionist role. Able to answer multi-line phone professionally, take messages, and forward calls to appropriate department.

Only experienced candidates will be considered for this position.

This is a full-time position working Monday -Friday, 40 hours per week. We offer full-benefits including: paid vacation/sick time, medical, dental, vision, life, disability, accident & cancer insurance and 457b retirement account. (90-day introductory waiting period applies for all benefits.) Starting hourly rate is \$14.00 an hour, increase after completing 90-day probationary period. Applicants will be required to submit to a post-offer Criminal History/Background check and drug screen.

Application available at the Commissioner's Office located at 1 Broad Street, Suite 106 or downloaded at <http://www.gilmercounty-ga.gov/>. Resumes will only be accepted as a supplement to the application.

Applications will be accepted through November 30, 2021.

Gilmer County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.