



# JOB OPENING

## Troup County Government

<b>Position:</b> Administrative Assistant - Part Time	<b>Dept:</b> Active Life Center	<b>Salary:</b> \$ 10.00/Hr
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Under general supervision performs administrative functions of the Active Life Center.

**The qualified candidate will have:**

- ⇒ High school diploma or GED and Administrative experience is preferred
- ⇒ Current, valid driver's license
- ⇒ Strong written, verbal and interpersonal communication skills
- ⇒ Strong administrative procedures and excellent organizational skills
- ⇒ Knowledge of office procedures and must be proficient in Microsoft Office Word, Excel, Power Point and Outlook,
- ⇒ Ability to work independently, work well on a team and a people person that enjoys working with older adults
- ⇒ Ability to communicate clearly and effectively and to interact in a professional and courteous manner
- ⇒ Ability to handle money, perform mathematical problems, keep accurate records and solve practical problems

**Essential duties and responsibilities include the following:**

- ⇒ Unlocks and opens buildings each morning
- ⇒ Posts daily calendars in each building; designs and maintains bulletin boards
- ⇒ Reviews to do list with Director to set priorities and assist the Director and Manager as requested
- ⇒ Registers and photographs new participants; updates and maintains database of current active participants
- ⇒ Makes Catfish Supper tickets monthly
- ⇒ Signs people up for classes and special events
- ⇒ Completes and mails monthly online reports as well as maintains, inputs and tracks multiple projects online
- ⇒ Registers, updates and approves participant transportation request online
- ⇒ Designs, prints and displays posters advertising upcoming events
- ⇒ Prepares monthly calendars, press releases and other related items for monthly distribution
- ⇒ Maintains and updates participants intake file cabinets and administrative forms
- ⇒ Tracks the monthly volunteer hours and publishes an annual volunteer report
- ⇒ Sits in for receptionist, answers phones, runs errands and drives van to special events as needed
- ⇒ Attends all staff meetings and trainings as requested by Director
- ⇒ Orders supplies, oversees the maintenance of office equipment and prepares Purchase Orders as required
- ⇒ Oversees Wii Bowling League (signs up teams, records scores and post results)
- ⇒ Performs all other related duties as assigned

Specific instructions, assistance and guidance are provided when needed.

***Applications will be accepted Until Filled at the Georgia Department of Labor, 1002 Longley Place, LaGrange, GA 30240.***

Job #: 03092017 Admin Asst - PT

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

**Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace**

3/9/2017