



Administrative Assistant - Events

The City of Stockbridge has a job opportunity for an Administrative Assistant to support the day-to-day operations of the Merle Manders Conference Center and Ted Strickland Community Center. This position is responsible for the administrative planning of city events and activities involving the community, working with vendors, staff and elected officials. You will utilize city resources to assist planning of events by working closely with the Conference Center/Events Manager.

Essential Duties and Responsibilities:

- Assists in managing the departments meetings, assist with planning and scheduling of the conference center and community center; and make appointments. Assist with tours of the facility.
- Communicates with other departmental staff on a variety of requests.
- Compiles data for daily, monthly and annual reports; responds to information requests and prepares reports for distribution;
- Coordinates services with outside vendors;
- Files and retrieves materials and data from department computerized and manual filing systems; maintains the department's filing system;
- Maintains maintenance schedule and records on department vehicles and equipment;
- Manages supplies and office equipment use through departmental check-out system; issues supply and equipment (keys) to staff;
- Processes external mail as well as inter-departmental City correspondence;
- Receives and responds to public inquiries on the telephone and in-person; provides information and refers inquiries to other City employees when required;
- Processes requisitions for a variety of purchases thru the purchasing system. Able to track all expenses and maintain detailed files.
- Perform other related duties as required.

Knowledge, Skills and Abilities Required of the Position:

- Ability to compile data and write clear, concise reports;
- Ability to establish and maintain effective working relationships with City officials, employees and the public;
- Ability to maintain an organized office environment;
- Excellent written and verbal communication skills; Proficient mathematical skills;
- Excellent customer service skills and interpersonal skills.
- General knowledge of municipal government;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of modern office procedures and equipment;
- Knowledge of the operation of a variety of tools and equipment;



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- Skilled in using a variety of computer programs Microsoft Word; Excel, PowerPoint, Outlook for administrative functions.
- Knowledge of purchasing/inventory procedures.

Physical Demands: This work is performed indoors in an office setting and involves occasional moderate lifting and occasional use of equipment requiring a high degree of dexterity.

Work Environment: This work is performed indoors in an office setting. Occasional outside work assisting with events.

Minimum Requirements:

High school diploma or equivalent required; Associate's degree or two (2) years of college or related coursework with two (2) to three (3) years of administrative/event planning work experience preferred; Excellent customer service skills; highly organized; Proficient in utilizing financial software; Proficient with Microsoft Office Suite Products; Ability to work flexible hours to support city events; valid State of Georgia Driver's License.

How to apply:

Go to the City of Stockbridge website at www.cityofstockbridge.com, and complete an online application by clicking on Human Resources/employment opportunities. Please indicate the position you are applying for on the application and submit. Applications will be accepted through January 31, 2020 5:00pm, or until a qualified applicant pool has been received. Salary range: \$29,479.53 to \$37,586.27, commensurate with experience.