



ADMINISTRATIVE ASSISTANT FIRE DEPARTMENT

Position is responsible for a variety of administrative support functions for Two Rivers Fire Department. Performs a variety of reception, secretarial, complex clerical, accounting, and confidential medical and labor relation duties. Provides administrative support including technical assignments and coordinates office activities.

Candidates should possess a minimum of a two-year degree in Business/Accounting or related field and/or educational and experience in general office practices.

Strong oral and written communications skills, ability to work under deadline, ability to manage multiple projects, ability to responsibly handle confidential information, and proficiency in MS Word, Excel, as well as general office equipment are requirements of this position.

Full-time position with a starting wage of \$19.09 – \$20.24 per hour. Excellent benefit package including Wisconsin Retirement, comprehensive health and life insurance.

To assure consideration, please send a detailed letter of interest and resume by October 31, 2017 to kgraves@two-rivers.org or by mail:

Kim Graves
City of Two Rivers
City Clerk/Human Resources Coordinator
Post Office Box 87
Two Rivers WI 54241-0087

The City of Two Rivers is an equal opportunity employer.