

Front Desk Administrative Assistant – Town of North Beach

JOB TITLE:	Front Desk Administrative Assistant
DEPARTMENT:	Administrative
SUPERVISED BY:	Mayor
FLSA STATUS:	Non-Exempt

This position reports to the Mayor and Town Clerk of the Town of North Beach. This position has no supervisory and/or management responsibility.

NATURE OF WORK

This is an entry-level position assisting the residents of the Town of North Beach at the front desk in the Town Hall. This person must have strong skills in customer service, interpersonal communication, and an exceptional work ethic.

WORK-RELATED DUTIES

- Greeting visitors and delivering exceptional customer service.
- Answering phone calls and fielding them accordingly.
- Addressing visitors' questions and needs.
- Providing an overall welcoming environment.
- Typing correspondence, monthly reports, and other materials.
- Scanning documents such as mail, property files and other correspondence.
- Retrieving and distributing mail.
- Receiving and processing water payments.
- Receiving and processing animal licenses.
- Receiving and processing municipal infractions.
- Ordering and maintaining office supplies.
- Receiving and maintaining the list of bulk trash pick-ups and informing the contractor of the pick-ups.
- Computer skills must include the Microsoft Office Suite – including WORD, EXCEL and Outlook.
- Performing ad hoc administrative duties as needed.