

Administrative Assistant – Full Time (1) & Part Time (1)

Town of Southwest Ranches, FL

The Town of Southwest Ranches is seeking one (1) full time and one (1) part time Administrative Assistant responsible for a variety of administrative support tasks and customer service to our residents, vendors and fellow staff members under the direction of the Town Clerk. Must be willing to provide excellent customer service in a fast-paced environment and be open to a flexible schedule. Works as required within the context of the Town's Mission, Vision and Values. H.S. graduate or GED. AA strongly preferred. Two (2) years' experience providing administrative support and/or customer service; or any equivalent combination of exp. Municipal government experience is preferred.

Valid FL D/L, \$17.02 per hour starting salary DOQ. Open until filled; initial review of applicants August 31, 2024. Submit cover letter, resume, two (2) letters of reference and completed job application to customerservice@southwestranches.org. Also, visit www.southwestranches.org for blank employment application and detailed Job Description.