**Administrative Assistant- Part Time Job Opening**

The City of Neenah Public Works Department is looking for a Part-Time Administrative Assistant to perform a variety of secretarial, clerical, communications, bookkeeping and administrative support duties for seven divisions (Streets, Sanitation, Fleet Management, Traffic, Parks, Forestry, and Cemeteries). This position is at the City Services Building on Tullar Ave.

**Responsibilities include:**

* Performs public reception duties.  Answers, screens and routes telephone calls. Greets and directs visitors
* Types correspondence, reports, forms, memos, meeting minutes, agendas, contracts, proposal requests, specifications, public notices and other materials from written and oral instructions
* Organizes, codes, and files invoices
* Enters payroll
* Edits different data logs
* Additional responsibilities per the full job description

**You will do well if you**:

* Have exceptional customer service skills
* Are knowledgeable with Microsoft Word and Excel
* Work well independently and are willing to adapt to changing needs

**Education/Experience:**

* High school diploma or equivalent.
* 3 years of administrative / office support experience required.

**Schedule:**

* Maximum of 29 hours per week. Flexible schedule available.
* Office hours are prioritized between 8:00 AM – 2:00 PM, Monday through Thursday and 8:00 AM – 1:00 PM on Friday.

**Pay/Benefits:**

* The hourly wage range for the position is $15.77 to $19.11, and the starting wage is negotiable based on previous experience.
* Paid vacation, sick, and holiday pay as well as enrollment in Wisconsin State Retirement (WRS).

**How to Apply:**

To be considered for this position, please apply through our online application system, which can be found at https://www.governmentjobs.com/careers/neenahwi/ or through our website [www.ci.neenah.wi.us](file:///%5C%5Chulk%5Cbritten%24%5Cwww.ci.neenah.wi.us) and click on employment.

**Please be sure to include your cover letter and resume. Applications without these documents will not be considered.**

Position will remain open until filled.

*The City of Neenah is an Equal Opportunity Employer.*

Locate the Job Description for further detail at: <https://www.governmentjobs.com/careers/neenahwi/classspecs>