

Administrative Services

Assistant 2



Beautification Office (1 Position)

This position is located within the Environmental Division Beautification Office and is responsible for a variety of administrative tasks, including data management, accurate preparation of documents such as memorandums, travel authorizations, current policy and procedure memorandums, and phone coverage as well as maintaining positive and professional communications with internal and external customers.

This position also supports a variety of offices within the Environmental Division and will require the individual to perform a variety of moderately complex and specialized administrative functions with accuracy and efficiency. The duties assigned to this position require an individual to have the ability to take initiative, and work independently in several areas of office management, including customer relations. Flexibility and excellent interpersonal skills are essential to this position in order to accommodate work conditions as they change.

The preferred candidate will demonstrate exemplary planning and time management skills, the ability to multitask and prioritize daily workload, and strong verbal and written communication skills. Additionally, the candidate will possess a strong knowledge of standard computer software such as Microsoft Office, Visio, Outlook, Adobe Standard, an ability to work as part of a team, and the capability of managing multiple email accounts and calendars. Experience with a variety of databases, data management and records management is beneficial. The candidate should also be able to make travel, meeting and event arrangements, create presentations, develop and maintain spreadsheets, coordinate office communication, and maintain a wide variety of paper and electronic documents in accordance with established guidelines and policies.