



MONTGOMERY
COUNTY VIRGINIA
EST. 1776

ADMINISTRATIVE ASSISTANT

Volunteer Montgomery
COUNTY OF MONTGOMERY
#520204-2

Montgomery County has a full-time opportunity available for an Administrative Assistant. Essential duties include, but are not limited to: performs administrative duties for Volunteer Montgomery, which includes recruitment and retention of volunteers; provides general support for the volunteers; serving as the first point of contact for customer service for the program through telephone calls or in person; handles confidential documents and information; maintains meeting minutes/agendas, and sends notices for meetings; maintains department website and social media pages; and handles invoice processing and payments.

High School Diploma or equivalent with at least one year of related coursework required; Associate degree preferred. Successful candidate will have a minimum of 1-year prior experience in administrative support; ability to manage multiple priorities, possess demonstrated initiative and sound judgment. Requires working knowledge of office management, strong communication and interpersonal skills, and ability to maintain a high level of accuracy and meet deadlines; demonstrated proficiency in the use of MS Office, including Word, Excel, and Outlook; ability to maintain confidentiality and to communicate effectively exercising both excellent written and verbal skills to a diverse group of people.

Minimum Salary: \$38,098/yr. with excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness, and much more). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **5:00 PM, Monday, January 22, 2024**, to be considered. For more information or to request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/ sexual orientation/gender/identity, national origin, disability or protected veteran status.

