



**ADMINISTRATIVE COORDINATOR**  
MONTGOMERY COUNTY, VA  
General Services  
#400110-2

The Montgomery County General Services Department is seeking an **Administrative Coordinator**. This position requires a solid foundation of office support, processing invoices, record management, and data entry. Must be proficient in the use of Microsoft Office, Google Docs, and various accounting/financial software for invoicing. This position will also manage work orders, timesheets, and assist with inventory management regarding assets and fleet. Supports and maintains fleet and facility asset management software.

The successful candidate will be highly organized, be able to perform detailed work with a high degree of accuracy, perform timely submission of records and reports, and demonstrate the ability to work effectively with their team, citizens, and vendors. Four years of related work experience required. An associate's degree or the equivalent of two years of college is preferred.

Starting salary \$44,128-52,954; dependent on experience and qualifications, plus excellent benefits (health, dental, and vision, flex spending, life, disability, VRS Retirement, 401 & 457 retirement plans, wellness program, onsite health clinic, and much more). Hours M – F 8:30 a.m.-5:00 p.m. with additional hours as workload dictates. Interested candidates may apply online at: <http://www.montgomerycountyva.gov/hr> by **Thursday, May 28, 2026, at 5 pm**, to be considered. 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.

