

Borough of Carnegie – Full-Time Administrative Assistant Position

Date Posted:

Wednesday, October 03, 2018

Deadline:

Monday, October 22, 2018

The Borough of Carnegie is seeking a qualified applicant for the position of full-time Administrative Assistant. The successful applicant will perform a wide range of duties as directed by the Borough Manager in a fast-paced municipal environment. In addition to assisting management, the position will also work closely with the Department of Public Works, Code/Zoning Department and Bookkeeper.

Comprehensive knowledge of standard office practices, equipment and programs, including Microsoft Office, ability to type, business English, math, ability to interpret and apply policies and procedures, as well as to work independently are necessary. Grant research and writing experience is an essential part of this position. The ability to establish and maintain an effective relationship with municipal officials, have strong public relation and communication skills, as well as maintain confidential information is required. Knowledge of QuickBooks and general accounting procedures are preferred.

Compensation and benefits for this position are contractual. Hours will be full-time, Monday through Friday, 8:00 AM to 4:00 PM (Evenings may be required for monthly meetings). Candidates should submit a cover letter and resume (with three references) to the attention of Stephen Beuter, Borough Manager, One Veterans Way, Carnegie, PA, 15106, and must be received no later than 10:00 AM on Monday, October 22, 2018. If there are any questions, please contact the Borough Manager at sbeuter.carnegieboro@comcast.net