

City of Sumter



VACANT POSITION

Administrative Assistant

Administrative Services Department

Job Purpose: Under general supervision, performs highly responsible and varied administrative functions. Maintains Records, prepares reports and correspondence, interacts with staff as it relates to workers' compensation and property and casualty insurance, prepares, and/or files various reports and records to include city assets, prepares requisitions, orders supplies, reconciles monthly invoices, maintains titles for city vehicles, assists with employee wellness program.

Minimum Qualifications: Bachelor's Degree and/or Associate Degree and three years secretarial or administrative experience; or any equivalent combination of education, training and experience. Must be customer service orientated and possess the ability to work in a fast pace environment. Must have excellent written and verbal communication skills to include excellent computer and typing skills to include presentation, layout, Microsoft Office (Word, Excel, PowerPoint); Experience with workers' compensation and property and casualty insurance preferred.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from www.sumtersc.gov to:

City of Sumter Human Resources

21 N. Main Street

Sumter, SC 29150

Fax: 803-774-3984