

City of Sumter



JOB ANNOUNCEMENT

Business License Specialist Business License Department

Job Purpose: Under general supervision, to perform administrative and clerical duties to support the Business License Ordinance. Must possess good communication and organizational skills. Customer service oriented is a must.

Minimum Qualifications: High school diploma and 1-3 years general work experience.

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