

City of Sumter



VACANT POSITION

Tennis Administrative Specialist

Salary Based on Experience and Qualifications

Job Purpose: Under general supervision, performs highly responsible and varied administrative and public relation functions within the Palmetto Tennis Center. Records, prepares, reviews, forwards and/or files various reports and records such as billing invoices and telephone messages; arranges, maintains and schedules lessons for tennis pro's; reviews and forwards status of pro shop inventory and organizes files. Assists with events, the public and staff as directed.

Minimum Qualifications: 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 social media; along with excellent computer and typing skills to include presentation, layout and design experience. Will be required to provide samples or demonstration in interview selections.

Deadline to Apply: **Open until filled**

**NOTE: Please submit letter of interest to
Human Resources Director**

Visit the City of Sumter website at www.sumtersc.gov
for an employment application and mail, fax or deliver to:

City of Sumter Human Resources

21 N. Main Street

Sumter, SC 29150

Fax: 803-774-3984