



CITY OF **Sumter**
SOUTH CAROLINA

VACANT POSITION
Administrative Coordinator
Administration

Job Purpose: Provides comprehensive administrative support to the Administrative Services Department by managing daily office operations, facilitating effective communication between departments and the public, assisting with event coordination, and ensuring the accuracy and organization of departmental records.

- Performs a wide range of administrative duties to support the Administrative Services Department.
- Manages correspondence, draft documents, and maintains confidential records.
- Assists with the intake and management of records, including scanning, editing, quality control, and accurate filing and storage. Utilizes document scanning and record-keeping systems to maintain organized, accessible, and high-quality information.
- Answers and directs general inquiries via the city's switchboard, providing accurate information and connecting callers to the appropriate department.
- Greets visitors to the Sumter Opera House, providing courteous assistance and ensuring they reach their intended destination.
- Facilitates ticket sales for public events, including handling transactions and maintaining accurate financial records.
- Assists in supporting internal annual events, including tracking RSVP data and supporting event logistics as directed.
- Gathers and analyzes data to assist with public inquiries, project tracking, and departmental reports.
- Maintains and updates contact lists, calendars, and scheduling systems.
- Exercises independent judgment to resolve administrative issues and manage day-to-day operational challenges.
- Identifies process improvements and implements solutions to enhance office efficiency.
- Demonstrates advanced proficiency in Microsoft Word, Excel, and Outlook for document preparation, data analysis, and communication.
- Operates office technology, including multi-line phone systems, scanners, and scheduling software.
- Assists in special projects as needed.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Must possess excellent verbal and written communication skills, including active listening and the ability to convey information clearly and in a manner easily understood by customers. Strong multitasking skills are essential, such as managing phone calls while accurately documenting information.

A high level of organization and keen attention to detail are critical to ensure all customer interactions are thorough and accurate. The ability to work independently, exercise sound judgment, and effectively manage multiple priorities is required. Proficiency in Microsoft Word, Excel, and Outlook is also essential.

Minimum Qualifications: Bachelors degree in Public Administration, Business, Communications, or a related field and a minimum of two (2) years of experience in administrative support, customer service, or a related role; or any equivalent combination of education and experience that provide the required knowledge, skills, and abilities needed. Must possess a valid South Carolina driver's license or ID.

Deadline to Apply: **Open until filled**

Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150