



TITLE: PART TIME ASSISTANT ADMINISTRATOR FLOATER

SALARY RANGE: \$20.00/Hour

REPORTS TO: This position reports to the CAO

Position Responsibilities to include:

1. Provide professional meet and greet front desk support to assigned department(s). Direct phone calls and walk-ins to the appropriate individual(s).
2. Responsible for maintaining various department records, files and data base.
3. Assist in the Tax Collectors Office periodically throughout the year.
4. Provide a wide range of administrative support in terms of document preparation, light bookkeeping and clerical duties.
5. Responsible for checking applications and forms for completeness, accuracy and compliance requirements.
6. Assist department heads with compilation of correspondence and reports.

REQUIREMENTS:

- Excellent verbal and written communication skills are required.
- Detail oriented with strong organizational and problem solving skills.
- Self – starter with the ability to complete tasks in a timely manner, and under deadline.
- Must be proficient in Microsoft Office Suite programs.
- Must have 3 plus years administrative/office experience.
- Proficient in typing
- Social Media experience a plus
- Bachelors Degree a plus

Applications for employment can be found on the Town of Stratford's website at www.townofstratford.com and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 EOE