



(586) 752-6543
rwbparksrec.org

Help Wanted

Administrative Assistant

Job Description:

The Romeo - Washington - Bruce Parks & Recreation is looking for a responsible, enthusiastic, organized, friendly Administrative Assistant to perform a variety of tasks in our Senior Activity Centers.

Responsibilities:

- Customer service
- Phone assistance
- Daily money intake reconciliation for deposit
- Coffee prep, clean up and set ups
- Data entry (RecPro program)
- Year end label and storing admin files
- Office and building supply monitoring and ordering
- Lending closet monitoring
- Event support (set up/tear down, participant sign-ins, customer service)
- Work schedule support for co-workers
- Flier creation (Microsoft Publisher)
- Flier distribution Romeo/Washington

Requirements:

- Must be age 18 or older
- Excellent people skills
- Strong communication and teamwork abilities
- Able to perform physical labor (lifting, moving chairs/tables, etc.)

Additional Information:

- Criminal background check required
- Deadline to apply is June 23, 2017

Please submit your resume and completed application form to Becky Hopp at hoppb@rwbpr.org. Applications are available online at rwbparksrec.org or at any office.

Status:
Part time

Work Term:
Tuesday
Romeo location
8:00am - 3:00pm

Wednesday
Washington location
8:00am - 3:00pm

Friday
Washington location
9:00am - 4:30pm

Wage:
Rate of pay will vary depending on experience.