EMPLEYMENT OPPORTUNITY

POSITION: Office Assistant
STATUS: Temporary
SALARY: $18.96/hr.

GENERAL POSITION SUMMARY AND RESPONSIBILITIES
This position is under the direction of the Harbor Master to provide office support before and during the summer season. This position may work up to 40 hours per week, as needed.

Duties May Include:

• Updating/managing records and files
• Creating documents
• Providing courteous phone support
• Picking up packages
• Processing credit card payments
• Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS

• Communication skills.
• Office operations and computer skills.
• Must be at least 18 years of age.
• Driver's License required.

Application Closing Date: Open Until Filled
Submit application to: City of Sand Point Office

An application is available at the City Office or can be requested by e-mail to sptcity@arctic.net.

The City of Sand Point is an Equal Opportunity Employer.
Drug testing is required for employment.

POSTED: 05/08/24