

***** POSITION ANNOUNCEMENT*****

TOWN OF LEDGEVIEW, WI

ADMINISTRATIVE ASSISTANT

The Town of Ledgeview (population 7,558), a high-end community in Brown County, WI, is seeking a skilled and dedicated individual for the position of Administrative Assistant. This position offers an opportunity to work in a team environment for a community that is experiencing continual growth and development.

Requirements include a strong knowledge of standard office practices and procedures, computer software processing and data entry, record keeping, organizational and clerical tasks and a variety of other administrative support. An individual must have customer service experience, excellent communication and organizational skills, and be self-motivated. Strong computer skills are necessary.

The preferred candidate will have an Associate's Degree in an administrative professional program or related field from an accredited institution and two years of experience performing similar duties and responsibilities.

This is a non-exempt position, scheduled for 40 hours per week. A competitive wage and benefits program will be offered based on skills and qualifications. The Town offers health insurance for the employee and his/her eligible dependents. Exceptional State retirement contributions, dental insurance and other fringe benefits also come with employment

A full description and employment application are available on the Town website at www.ledgeviewwisconsin.com. A completed application form, cover letter and resume must be delivered to the attention of Sarah K. Burdette, Clerk/Administrator, Town of Ledgeview, 3700 Dickinson Road, De Pere, WI. 54115 by 4:00pm January 20, 2017.

Materials may also be submitted via e-mail by the same deadline to sburdette@ledgeviewwisconsin.com. The Town of Ledgeview is an equal opportunity employer.