



***** ROLE ANNOUNCEMENT*****

TOWN OF LEDGEVIEW, WI

Administrative Assistant – “Set YOUR Sights High” With Us!

An existing Star on our team is taking on a new challenge here at the Town of Ledgeview. As a result, we are inviting highly personable, collaborative, and engaging people to apply for our Administrative Assistant role. Join us and continue building on the great work she started!

Check us out here → www.LedgeviewWisconsin.com

Can you envision how you would contribute to our growing community?

Come be a part of a team that receives regular training, enjoys great comradery, and is on the edge of something new each day!

Come join a staff that thrives in a work environment where collaboration fuels our shared focus on excellence! We do things that build and maintain an environment of trust, teamwork, open-mindedness, and communication. **Do you want to THRIVE?** As a member of our team, you join a culture that:

- Encourages and supports each other,
- Shares in career development,
- Rewards hard work, integrity, excellence
- Values diversity.

Our Town

Located in Brown County, Wisconsin (population 8,775 and growing), Ledgeview’s roots are set deep in the stone of the Niagara Escarpment, yet the Town never stands still! Our future infrastructure growth plans position the Town for easy accessibility and strong residential and commercial development.

Come be a part of a community that, over the recent years, has become **one of the most desirable** communities to live in by building:

- New roads
- New neighborhoods
- New business opportunities
- New parks AND
- New brand that reminds us all to “Set our sights high.”

Our Lifestyle

We offer a wide range of lifestyles - from rural and waterfront living to family-friendly urban neighborhoods. We are mere minutes from Green Bay and with the Fox Valley a short commute, you can do what your heart desires!

The Role Responsibilities

Our next Administrative Assistant will apply a strong attention to detail and process minded approach to serving others. This role is a key point of interaction and contact with the public. The role applies courtesy, attention and independent judgment to address questions and efficiently route issues to appropriate



personnel. Additionally, this role provides a variety of office support, report generation and record keeping – doing their part to contribute as a member of a highly motivated team.

Role Requirements

Our newest teammate will have a high school diploma, or equivalent. An Associate degree in a related field or equivalent combination of experience is highly desired. We hire people with experience in delivering high quality, timely, and accurate administrative and other operational support. These people show us that their approach to teamwork and proactive communication aligns with our setting - where agile decision making is regularly demonstrated. Two to three years of increasingly responsible, professional and administrative experience is preferred.

Wage and Benefits

We want to make this role worthwhile for you. Our compensation is always based on the caliber of the person we find and the experience they demonstrate through our recruiting process. Ledgeview staff enjoy exceptional State retirement contributions, health and dental insurance, and other fringe benefits.

How to Apply

Please send cover letter, resume, professional references, and salary history to: Sarah K. Burdette, Administrator, Town of Ledgeview, 3700 Dickinson Road, De Pere, WI. 54115 or sburdette@ledgeviewwisconsin.com. The position will be open until filled. First review of applications will be December 27, 2021.

The Town of Ledgeview is an equal opportunity employer.