



The Town of Montverde is Now Hiring

Position: Administrative Assistant

Status: Full-Time

Starting Annual Salary Range: \$ 48,000 – \$53,000

Benefits: Employee Paid Health Insurance, PTO, and Retirement

FRS Eligible: Yes

Work Week: 10 hours/day - 4 days/week

How to Apply: Email your resume to Caroline at Clerk@mymontverde.com

You may also deliver your resume to the Town of Montverde Library located at 17404 Sixth Street, Montverde, FL from 7:00 a.m. to 6:00 p.m.

ESSENTIAL JOB FUNCTIONS/DUTIES AND RESPONSIBILITIES

(Please note that this is not a comprehensive list, however, it indicates duties and responsibilities which may be redefined according to operational needs.)

- Provide administrative and office support to the Town Manager and other department heads. Work requires confidentiality, discretion, and considerable independence.
- Coordinate administrative matters; identify and resolve administrative problems.
- Prepare and/or edit professional executive summaries, staff reports, professional papers, and correspondence.
- Manage the flow of administrative work, coordinate meetings, schedule appointments and conferences, arrange travel and notify attendees.
- Maintain appointment schedules and calendars for the Town Manager and assist the Town Council with calendar updates for meetings.
- Create and draft various documents, memos, and emails for both internal and external clients.
- Review and route emails and other written communications; determine and identify items that require immediate attention.
- Communicate regularly with the public and officials; answer and route incoming calls and provide information and assistance as needed or directed.

- Conduct record research for the Town Manager and the Town Clerk and assist with special projects for the Town Manager as requested.
- Attend Town Council meetings, workshops, and other events as directed by the Town Manager.
- Attend meetings as requested.
- Attend seminars and workshops related to duties and responsibilities.
- Perform other duties and cross-train in other departments assigned.

MINIMUM QUALIFICATIONS/SPECIAL REQUIREMENTS

- Must have education and proven work experience in administration, office management, secretarial science, public administration, or a closely related field, or an equivalent combination of training and experience.
- Three (3) or more years of experience in a progressively responsible Executive Assistant role within a professional office setting.
- Must be proficient in using computers, Microsoft Office, Word Processing, Excel, and database software.
- Must demonstrate exceptional writing and editing skills, as well as the ability to create professional executive documents with minimal assistance, which is essential for this job.
- Must possess and maintain a valid Florida driver's license.
- A basic knowledge of website editing and social media platforms would be a plus.