

\*\*\*NOTICE\*\*\*

IF YOU APPLIED WITH THE CLOSING DATE OF DECEMBER 1 2014 YOU DO NOT NEED TO RE-APPLY

Administrative Support Specialist for Engineering Department

Must have strong organizational, clerical and computer skills. Must have great phone manner. Must be motivated, self-started individual to offer administrative support. Experience with Microsoft Office Suite. Must have knowledge of secretarial, office administrative procedures, and knowledge of use of operation of standard office equipment at a level generally acquired through 3 + years of related experience. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy. Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work. High school diploma or GED is required.

Submit resume' to Town of Easton, Human Resource Dept., 14 S. Harrison Street, Easton, MD 21601

No telephone calls please

Closing date is **April 3 2015**

Town of Easton

EOE