

**VILLAGE OF HIGHLAND HILLS  
JOB POSTING**

**April 4, 2024**

**POSITION TITLE: ADMIN. ASSISTANT      CLASSIFICATION NO.:**  
**DEPARTMENT: ADMINISTRATIVE      SALARY: TBA**  
**FT/PT Status: FT/PT      REPORTS TO: MAYORS OFFICE**

**JOB SUMMARY:**

Under general supervision, performs a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the Village.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Good organizational and communication skills. Ability to work well with others, as well as independently to complete daily tasks for the departments. Knowledge of safe working practices. Ability to adapt to changing schedules or routines. Maintain employee morale.

**QUALIFICATION, TRAINING, AND EXPERIENCE:**

- High school diploma or general education degree (GED).
- Ability to learn multiple software (Accounting Software, Mayors Court, Buildium and Office 365) programs.
- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Sign up community member and residents for events or services.
- Creates documents, memorandums, and reports as assigned.
- Establish and maintain relationships with new and existing vendors, the business community, and residents.
- Ability to add, subtract, multiply, divide and calculate decimals and percentages.
- Ability to operate a variety of automated office equipment including computers, printer, and telephones.
- Perform other duties as assigned or directed.

**Posting dates: Open until filled.**

*The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.*