

**The Town of Fort Towson is looking to hire an Administrative Assistant.
Please email your resume to: amy.h.ftcc@gmail.com or fax to 580-873-9326**

Administrative Assistant

- Handles routine and advanced duties for other professionals
- Organizes files
- Creates correspondence
- Prepares reports and documents
- Prepares invoices
- Offers general staff support
- Serves as an initial point of contact, answering phones and greeting visitors
- Engages in event planning and meeting setup and implementation
- Deals with other people from a wide variety of levels, from residents to council members and various outside entities

Administrative Assistant duties and responsibilities

The core duties and responsibilities revolve around supporting others. Job duties can vary widely, not just from job to job, but from day to day at the same job. On any given day, they may perform a variety of tasks, such as:

Decision-making: Must be able to make independent decisions on a daily basis, addressing the best way to handle specific tasks.

Communications and collaboration: Must be able to collaborate with other administrators and support personnel, council members and residents on a regular basis.

Organizational skills: Organization and prioritization are core elements. Must know how to keep themselves and others organized and how to determine which tasks are the most important in a given list.

Writing: Spelling, punctuation, sentence structure and writing are essential.

Computers: Must have a working knowledge of Microsoft Suite, internet searches, ability to quickly learn new programs. 60 wpm a plus.

Administrative Assistant education and training requirements

High school diploma or GED.

Administrative Assistant experience requirements

At least 1 - 2 years prior experience in the form of on-the-job training, and/or a strong history of long-term work with other organizations as an administrative assistant or related field is preferred.

Must be able to pass a drug screening and background check.