



City of Roswell Recreation & Parks Job Vacancy: Facility Administrative Assistant (Waller Park Extension)



Location:

Waller Park Extension

Status:

Part-time year round (29 hours a week or less)

Pay:

\$8.00-9.00 per hour

Schedule:

Monday - Friday, 9am - 3pm

Description:

The Roswell Recreation and Parks Department is seeking a qualified individual to work part-time as a Facility Administrative Assistant to the Facility Supervisor. This position is responsible for answering phones, facility reservations, data entry, schedules, and communications. Specific areas of focus include recreation center rentals, spray ground rentals, shelter rentals, field rentals and general administrative duties.

Requirements:

- High School Diploma/GED
- Strong organizational & multi-tasking skills
- Exceptional customer service skills
- Strong communication skills – written and verbal
- Proficient in MS Office applications
- Ability to follow and enforce policy and procedures

Preferred:

- Office/Administrative experience
- College Education

Application are only accepted via www.roswellgov.com/employment

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.