

ADMINISTRATIVE TECHNICIAN

The Town of Southern Pines seeks qualified individual to work as a part-time temporary employee to coordinate office operations. This individual will meet the public, answer questions relating to departmental operations, assist in the preparation of budgetary information, maintain central office supplies, maintain/coordinate all record systems. The qualified individual will be a high school graduate, with those having an Associates Degree preferred. Four years experience in an office management capacity or like environment is required. Hourly rate: \$12.00. All qualified applicants should respond by completed Town application and resume to:

TOWN OF SOUTHERN PINES
PERSONNEL DEPARTMENT
125 SE BROAD STREET
SOUTHERN PINES, NC 28387

EOE

The Town of Southern Pines is a drug-free workplace.

The Town of Southern Pines does not discriminate on the basis of disability. If you require reasonable accommodations to participate in a job application process, program, or activity, please contact the Human Resources Department at 692-7021 within 36 hours of the scheduled date.