

Frankford Volunteer Fire Company

P.O. Box 99 / 7 Main Street

Frankford, DE 19945

(302) 732-6662 / Fax (302) 732-9035

Administrative Assistant – Position Announcement

DUTIES AND FEATURES OF THE CLASS:

A flexible, yet demanding position that involves providing support to the Administrative and Operational Officers of the company. This is accomplished by providing general human resource duties, managing workflow, performing financial accounting functions, and directing a wide variety of support services in an independent office environment. The work requires the exercise of professional skill, initiative, and judgment.

HOURS OF WORK: Flexible part-time schedule, 16-20 hours per week

COMPENSATION: \$18.00 - \$22.00 per hour

BENEFITS: None

MINIMUM QUALIFICATIONS:

- Minimum High School diploma or GED
- Experience in office operations and management
- Strong knowledge of Microsoft Office (Word, Excel, Outlook)
- Excellent written and verbal communication skills
- Excellent customer service and organizational skills
- Detail oriented
- Experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, members or others.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Pre-Employment Background Screening, including credit
- Pre-Employment Drug/Alcohol Testing
- Due to financial requirements, employee will be bonded

The full job description is available at www.frankfordfire.com.

For more information or to apply please contact President Robbie Murray at robbie.murray@frankfordfire.com or (302) 236-9333.