



Part-Time Administrative Assistant

Rincon Recreation Department
1004 Lexington Ave., Rincon, GA 31326



The City of Rincon is currently seeking a Part-Time Administrative Assistant to work in our office at Macomber Park. The sole purpose of this position is to aid the Recreation Director and Athletic Coordinators with daily tasks. Will consist of mostly office work during the day, with the occasional night for games and practices, as needed.

Duties

- Answering and making phone calls
- Organization of paperwork and/or files
- Computer tasks (consisting of mostly word processing and/or creating spreadsheets)
- Assisting customers in the office
- May work the occasional evening to assist with games, practices, or field/facility set-up
 - May consist of:
 - Working in concessions
 - Assisting with field/facility maintenance, as directed by Recreation Director or Athletic Coordinators
 - Dealing with the public as needed
- Any other tasks assigned by the Recreation Director or Athletic Coordinators

Requirements:

- Available between the hours of 8am – 5pm (shifts may or may not be 8 hours but will mostly occur during regular office hours)
- Flexible hours and willing to work occasional nights or weekends
- Must be organized and maintain a cleanly workplace
- Knowledge of Microsoft Office Suite

*Applications can be picked up at:

*Rincon City Hall
302 S Columbia Avenue
Rincon, GA 31326*

*Return applications to:

*Rincon Recreation Department
1004 Lexington Avenue
Rincon, GA 31326*