

CITY OF SATELLITE BEACH, FLORIDA

565 Cassia Boulevard
Satellite Beach, FL 32937
(321) 773-4407
FAX: (321) 779-1388



INCORPORATED 1957

Job Notice – June 2018

Applications are currently being accepted for one **Temporary Part-Time**

Staff Assistant

Satellite Beach City Hall
565 Cassia Blvd.
Satellite Beach, FL 32937

The Staff Assistant is responsible for assisting the City Clerk with administrative service support needs. These duties include, but are not limited to, answering and directing telephone calls, receiving and assisting visitors, maintaining filing systems, distribution of mail, purchasing, invoice control, accounts payable and assisting with travel arrangements.

Must have 1+ years of demonstrated knowledge and experience in an office environment with administrative procedures, working knowledge of Microsoft Office Suite, excellent customer service skills, ability to follow directions, excellent writing and interpersonal communication skills and the ability to handle a high volume of work. High School Diploma or GED.

Closing Date: Open until filled

To be considered, please complete an employment application located online at:

http://www.satellitebeachfl.org/residents_visitors/job_opportunities.php

Email to - jobs@satellitebeach.org or

Fax to – 321.779.1388

The City of Satellite Beach is a Drug-Free Workplace

In compliance with Chapter 295, Florida Statute, The City of Satellite Beach is committed to providing preference to U.S. veterans and spouses of veterans in hiring, promotion, and retention for all qualified positions as prescribed by the chapter.

The City of Satellite Beach is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status, or any other category protected by federal, state or local law.