

Posted: January 2, 2018

CITY OF SATELLITE BEACH, FLORIDA

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



INCORPORATED 1957

JOB NOTICE – JANUARY 2018

Applications are currently being accepted for one part-time

Recreation Staff Assistant

(15-20 hours per week)

Primarily Monday-Friday, with occasional weekends to support our special events

PAY: \$12 per hour

Satellite Beach Recreation Department
1089 S. Patrick Drive
Satellite Beach, FL 32937

The Recreation Staff Assistant supports the department, assuring operations run efficiently and helps other staff members to adequately fill their rolls, while providing administrative support with daily office operations.

Applicant must have experience in an office environment, working knowledge of Microsoft Office, possess excellent customer service skills, have the ability to handle a high volume of work and work independently.

Closing Date: Open until filled

To be considered, please complete a City of Satellite Beach employment application.
You can obtain a copy at: http://www.satellitebeachfl.org/residents_visitors/job_opportunities.php

Email your completed application 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.