

Administrative Assistant

The City of Hamlet is currently accepting applications for a full-time Administrative Assistant for the Public Works Department. Duties include, but are not limited to, answering phones in a courteous and professional manner, filing, timekeeping for public works employees, and data entry. Must have good written and oral communication skills and a strong knowledge of Microsoft Office. Graduation from an accredited high school or GED and valid NC driver's license required. Must pass drug test, physical and background check. Shift is Monday - Friday from 6 am – 2:30 pm. Applications may be obtained at Hamlet City Hall 201 Main St or at www.hamletnc.us. Deadline to apply is September 22, 2017. EOE