



Position Available - Internal/External Posting **Job Title: Executive Assistant**

Classification: Full-time
Full Benefits
Level L5 (Non-Union)

Department: Administration

Wage: \$16.79 - \$20.53

Benefits Include: MERS Hybrid Pension – 5% employee contribution
Health, Dental & Vision Insurance – 10% employee contribution
Paid Holidays, Vacation & Medical Leave
Life Insurance
Short-term Disability Insurance

Responsibilities & Qualifications:

- Duties will include a broad range of office details including, but not limited to, filing, mail, FOIA requests and tracking, internet research, preparation of agendas and minutes, arranging various appointments, equipment upkeep and maintaining records of expiration dates of applicable County contracts.
- Assists offices with IT troubles in coordination with IT vendor.
- Conduct troubleshooting on office equipment including copiers, fax machines, postage meter and telephones.
- Assures discreet and confidential handling of all business on a need-to-know basis.
- Acts as the point of contact for a broad range of inquiries from both internal and external customers.
- Advanced computer skills in Microsoft Office™.
- Skills in assembling data, preparing reports for presentations and record keeping.
- Cooperative and team approach to daily duties.
- Confident communication skills to interact with the public and staff with a diverse background.
- High school diploma and some post high school education. Associate's degree in administration or related field preferred.
- Minimum two (2) years' secretarial or administrative assistant experience in an office setting.

Supervision: County Administrator & Deputy County Administrator

Application Due: Applications are due Friday, November 1, 2024, by 4:00 p.m. to the Wexford County Human Resources Office, 437 E. Division St. Cadillac, MI 49601.