



TOOMBS COUNTY BOARD OF COMMISSIONERS

P O BOX 112

LYONS GA 30436

912-526-3311 (office)

912-526-1004 (fax)

**OPEN POSITION**



**POSITION: EMS Administrative Assistant (part-time)**

**POSITION DESCRIPTION:**

- This part-time position (20-29 hours /week) requires exceptional customer service skills, computer skills, organizational skills, verbal and written communication skills, and the ability to manage multiple tasks in a fast-paced environment. This position provides support to the EMS Director. Applicant must be willing to work as a team member with the EMS Director and other EMS personnel. Applicant must possess the knowledge, skills, and attitude to work in a highly active office environment and maintain composure.

**MINIMUM QUALIFICATIONS:**

- One year of experience working in a fast paced office environment or completion of a diploma or degree from a postsecondary institution.
- Experience utilizing Microsoft Office programs: Word, Excel, PowerPoint, and Outlook.
- Verbal, written, and interpersonal communication skills.
- Organizational and problem solving skills.
- Ability to multitask.

**PREFERRED QUALIFICATIONS:**

- Diploma or degree in one of the following: medical, business administrative technology, or a related field.
- Proficiency utilizing Microsoft Office 2013 programs: Word, Excel, PowerPoint, and Outlook.
- Work experience in a medical setting.

**SALARY/BENEFITS:**

Pay rate is to be commensurate with education and work experience.

**APPLICATION DEADLINE:**

Application may be obtained from Sandra Barber, Human Resources.

Please submit a completed application and resume in a sealed envelope to: Sandra Barber, Human Resources: Toombs County Board of Commissioners, 100 Courthouse Square, Lyons, Georgia 30436.

Toombs County is an E.O.E. and drug free work place. Successful candidate must pass a criminal background check and pass a drug screen test.

**Applications will be received beginning January 22, 2019 and ending February 25, 2019.**

**For more information regarding this position or application instructions, please contact Drew James at 912-537-5283 or at EMS Station One located at 509 Maple Dr., in Vidalia.**

*Toombs-Montgomery EMS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).*