



**TOOMBS COUNTY COMMISSIONERS**  
**PO BOX 112**  
**LYONS GA 30436**  
**(912)526-3311**  
**(912)526-1004 Fax**



## **OPEN POSITION**

### **Toombs County Commissioners: Administrative Assistant**

**Candidate Description:** The ideal candidate is an adaptable person with superb customer service skills and attention to detail. This person can remain open, is interested in learning new things, and does not mind juggling multiple tasks simultaneously.

**Education:** High School Degree or G.E.D. Some Post-Secondary Education (Preferred)

**Experience:** 2+years of office/administrative experience (Preferred)

#### **Job Skills:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office.

**Responsibilities:** This position is responsible for performing various administrative and clerical duties in support of the Human Resource Manager.

#### **Expected Job Tasks/ Requirements:**

- The first six months of this position will include converting large quantities of paper documents into electronic files.
- Serves as a receptionist, including receiving, screening, transferring telephone calls, providing information, taking in work order requests, and greeting and directing visitors.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Assist with pre-employment screens (drug test, background check, and MVR).
- Assist new hires with new hire paperwork, discuss benefits, and process I-9 and GA new hire.
- Handle incoming requests via phone and email about general benefits, company policy, employment verification, and other associate-related questions.
- Acts as a liaison between the organization and external benefits providers and vendors, which include health, dental, vision, and retirement plan providers.
- Collect bi-weekly timesheets. Review for accuracy and signatures.
- Collect payments for driveway installations, landfill, and community center rental.
- Verify the accuracy of landfill tickets imported to the software system. Scan landfill statements and tickets. Mail and email monthly landfill statements.
- Assist with the yearly alcohol applications, which consist of mailing applications, verifying the completeness of completed applications, and processing applications.
- Maintain all correspondence and communication in the strictest confidence.
- Maintain a willingness to learn and take on new tasks.

Please submit a completed application & resume to Celina Castro Vazquez, Human Resources, Toombs County Board of Commissioners, 100 Courthouse Square, Suite 24, Lyons, Georgia 30436.

*Applications will be accepted until the position is filled.*

Toombs County is an E.O.E and drug-free workplace.  
The successful candidate must pass a criminal background check and a drug screen test.