



BOARD MEETING:
2ND AND 4TH TUESDAY OF EACH MONTH
(410) 226-5122

101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Commissioners of Oxford

Administrative Clerk

Town of Oxford is looking for an Administrative Clerk to perform a variety of administrative and clerical tasks. Duties of the Administrative Clerk include providing support to all departments within the Town Office, assisting in daily office needs and managing the general administrative activities. Administrative Clerk responsibilities include answering phone, greeting public, maintain water billing system, daily deposits, social media, constant contact and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you have previous experience as a secretary or executive administrative assistant, we'd like to meet you. Ultimately, a successful Administrative Clerk should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

- Answer and direct phone calls
- Prepare meeting notices, minutes and supporting documents
- Support all boards and commissions
- Water/Sewer billing and payments
- Boat slip rental, short-term/long-term rental
- Maintain all necessary postings and advertising
- Daily Deposits and mail
- Write and distribute email, correspondence memos, letters, faxes and forms
- Maintain a filing system
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Provide general support to visitors

Skills

- Proven experience as an administrative clerk or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Benefits

- Vacation Time
- Sick Leave
- Personal Leave
- Health, Dental and Eye Insurance
- 14 Paid Holidays

Job Type: Full-time

Pay: \$20 - \$25.00 per hour

Expected hours: 8:30am - 4:30pm, Monday through Friday

Interested applicants should forward a resume to: oxfordclerktreasurer@goeaston.net