

POSITION TITLE: PART TIME ADMINISTRATIVE ASSISTANT
DEPARTMENT: CITY HALL ADMINISTRATION BUILDING
SUPERVISOR: CITY CLERK

City of Bellefontaine Neighbors is seeking a pleasantly focused individual who is detailed oriented and able to work independently. Hours (20 to 25 hours per week) may vary, but Monday thru Friday availability is a must.

Responsibilities include, but not limited to: assisting with front office and building department, greet visitors, operate phone switch board, familiar with usage of copy, fax, scan, postage stamp machines, and direct visitors to appropriate personnel, etc. Other duties as assigned.

Skills and Knowledge Required include, excellent clerical and customer service skills, extensive computer experience, including database management and knowledge of building and zoning codes helpful.

Qualified candidates should have a minimum combination of (5) years education and/or work experience indicated above. Interested candidates can email resume to:

Fran Stevens, City Clerk
fstevens@cityofbn.com or mail to:

City of Bellefontaine Neighbors
Attn: Fran Stevens
9641 Bellefontaine Road,
St. Louis, MO 63137.

This position will remain open until filled. **EOE.**