TOWN OF FENWICK ISLAND, DELAWARE

**ADMINISTRATIVE ASSISTANT**

The Town of Fenwick Island is seeking a full-time Administrative Assistant. The ideal candidate must possess excellent verbal and written communication skills. Proficiency in Microsoft Word and Excel is a requirement. Must also be able to perform administrative duties to include coordinating meetings, transcribing meetings, light bookkeeping and billing. Knowledge of QuickBooks, experience in customer service and local government a plus. Competitive salary and benefits package offered. Salary is dependent on qualifications. Please submit a cover letter, resume and three references to the Town Manager no later than April 14, 2017, at 3:00 p.m. Expected hire date of May 15, 2017. *Email to*: employment@fenwickisland.org

*Interested candidates may obtain a job description and application at Town Hall, 800 Coastal Highway, Fenwick Island, DE or by phone at (302) 539-3011 or on the Town Website at Fenwickisland.org.*

The Town of Fenwick Island is Equal Opportunity Employer.