JOB ANNOUNCEMENT

Office Assistant
Starting Salary: $7.25 - $10/hr. DOQ
Closing Date: Open Until Filled
Classification: Part Time

The Valdosta-Lowndes County Parks and Recreation Authority is accepting applications for the position of Office Assistant. The position is part time in nature. This position is responsible for assisting the assigned department with all administrative clerical duties including answering incoming calls, some website maintenance, general data entry requests and some bookkeeping support.

Hours of operation: This position works both traditional and nontraditional hours to include possible weekends and nights. Standard operating hours are weekdays from 8:30am-5pm though hours and shifts may vary depending on special events and needs of the Authority.

Qualifications: High School Diploma or GED supplemented by one year of responsible secretarial or clerical work experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid Georgia State Driver’s license and have reliable transportation. Successful applicant will display a positive attitude and professional manner.

Visit www.vlpra.com to download an application and to view other job openings.

Applications, resumes, and cover letters are to be mailed to or turned in at:

Valdosta-Lowndes County Parks and Recreation Authority
1901 North Forrest Street or PO BOX 1746
Valdosta, GA 31603
Phone (229) 259-3507