
Munson Fire Department Inc.

PART-TIME ADMINISTRATIVE ASSISTANT

Munson Fire Department Inc. is seeking a part-time Administrative Assistant to provide support for the Fire Chief and Fire Department staff in a fast paced, busy environment. Duties include but are not limited to maintaining calendars / schedules, creation of letters and memos for the Fire Chief, processing payments, invoices, and mail, answering phones, and other clerical duties as required. Must be proficient in Microsoft Office (Word/Excel/Outlook) and have excellent communication skills. Frequent interfacing with the general public and others; must be able to multi-task and work independently as well as maintain work flow despite frequent interruptions. Experience with patient confidentiality laws (HIPPA) and Ohio Bureau of Workers Compensation (BWC) is a plus. Compensation is commensurate with experience.



SEND RESUME TO:

Munson Fire Department Inc., 12200 Auburn Rd., Chardon, Ohio 44024

Or email to: board@munsonfire.org

MUNSON FIRE DEPARTMENT INC. IS AN EQUAL OPPORTUNITY EMPLOYER
