

Looking for a Administrative Specialist job? Come to Lauderdale-By-The-Sea!



We are looking for an Administrative Specialist to join us in the Town Manager's Office in Lauderdale-By-The-Sea

Who we are: A small town (6,500 year-round residents) located on 1.5 square miles of a barrier island between Fort Lauderdale and Pompano Beach in Broward County.

Who you are: A motivated person, with a high school diploma or GED; supplemented by three (3) years of experience in administrative or research work in an office environment; or an equivalent combination of education, certification, training, and/or experience. Requires use of Microsoft Office Suite, payroll and HRIS system. May be required to possess, or be able to obtain, a valid State of Florida Driver License with an acceptable driving record, proficiency in business English, spelling, and arithmetic; and a desire to work independently and as part of a team.

Preferred qualifications: Bachelor's degree in public or business administration; supplemented by at least two (2) years of experience in a municipal or government office. Experience in payroll and/or human resources is a plus.

What you will be doing: You will be working in Town Hall and performing routine to complex administrative work to facilitate the day-to-day administrative operations of the Town Manager's Office and/or any assigned department. Direction is received from the Town Manager or designee. Work involves assignments including but not limited to research, data compilation and a broad scope of responsibility working with sensitive and confidential matters.

What we offer: up to 40 hours per week: \$20.19 per hour to \$30.75 per hour.

Interested? Please see full job description at <https://www.lauderdalebythesea-fl.gov/257/Town-Employment> and submit your job application. Resumes are welcome, but an official town application must be submitted. The Town of Lauderdale- By-The- Sea is a drug free workplace. *Position is open until filled.*