

**EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT**

City of Vidalia is accepting applications for an Administrative Assistant.

Purpose: Responsible for providing administrative and clerical support for the Vidalia Convention & Visitors Bureau (VCVB) Executive Director.

Desired Minimum Qualifications:

- A. High school diploma or equivalent required
- B. Experience and/or training that includes 2 years secretarial work, office administration, light accounts payable work, or customer service is preferred.
- C. Must possess a valid State driver's license or have ability to obtain one prior to employment
- D. Be able to pass city requirements for background check

Position shall be part-time with the possibility of becoming full-time with excellent benefits. If interested, contact Shikima Johnson, HR Director at City Hall 912-537-7661 for a full job description and application or visit our website at www.vidaliaga.gov. Applications will be accepted through **September 23, 2022 until 5:00 p.m.** or until filled.

The City of Vidalia is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.