

The Town of Kure Beach is accepting applications for two full time admin assistant positions in the Administration Dept. Hiring range is \$32,706 to \$38,482. Job descriptions and application are available on the Town's website at www.townofkurebeach.org at the bottom under employment. Work environment is fluid with a focus on conducting the work of the Town in an efficient manner. Successful candidates will enjoy a variety of duties; be proactive; and anticipate needs while being organized, cooperative, and a team player. Ideal candidates will be tech savvy, proficient in Microsoft Office Suite products, experienced with taking meeting minutes, have some legal background and or HR experience.

Please apply ONLY if the job description fits your experience, background and personality. Applications and resumes may be emailed or mailed until Friday, August 24, 2018 by 3 pm to the attention of the Deputy Town Clerk at m.sanders@tokb.org or Town Hall, 117 Settlers Lane, Kure Beach, NC 28449. Should you wish to apply for both positions, send only one application and note at the top that you are interested in both.