

## JOB ANNOUNCEMENT

The Holmes County Board of Supervisors is soliciting applications for the position of full-time Administrative Assistant in the Office of Administration located in Lexington, MS.

We are looking for an individual who is efficient and comfortable being a member of a team. Applicant must have the ability to multi-task, while maintaining complex schedules and managing administrative support. Applicant must be resourceful, a good problem solver and organized. Applicant must be detail oriented and comfortable working in a fast-paced office environment. Applicant must have excellent written and verbal communication skills. A B. S. degree in a business related field is desired, but consideration will be given to applicants with technical degrees or a minimum of five years of experience working in an office environment.

Qualified persons wishing to be considered for this position must submit a résumé and cover letter to Holmes County Administrator, P. O. Box 239, Lexington, MS 39095. Résumés will be accepted via email at [cjoiner@holmescountymys.org](mailto:cjoiner@holmescountymys.org).

Please contact the Holmes County Administrator for Job Description and other requirements for this position. Copies of these documents may also be found on our website at: <http://www.holmescountymys.org>.

For additional information, please call (662) 834-0911, email: [cjoiner@holmescountymys.org](mailto:cjoiner@holmescountymys.org) or visit us at 408 Court Square, Lexington, MS 39095.

The deadline for filing an application is August 31, 2018 at 5:00 PM.

Holmes County is an Equal Opportunity Employer

"It is the policy of the Holmes County Board of Supervisors not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, familial status or veteran status."

**ADMINISTRATIVE ASSISTANT**  
**OFFICE OF ADMINISTRATION**  
**JOB DUTIES AND RESPONSIBILITIES**

1. Answer incoming calls and assume other receptionist duties as needed
2. Organize and schedule appointments
3. Plan meetings and take minutes, if needed
4. Generate memos, emails and reports when appropriate
5. Assist in the preparation of regularly scheduled reports
6. Develop and maintain a filing system
7. Update and maintain office policies and procedures
8. Order office supplies and research new deals and suppliers
9. Maintain contact lists
10. Book travel arrangements
11. Provide general support to visitors
12. Act as the point of contact for internal and external clients
13. Assume responsibility for maintenance of office equipment, including computers, copy machines, fax machines and postage meter
14. Assist in training staff and new hires as needed
15. Other related duties as assigned by County Administrator

**JOB REQUIREMENTS**

B. S. Degree or technical certification or five (5) years of experience working in an office environment

Knowledge of office management systems and procedures

Working knowledge of office equipment, i.e. computers, printers, fax machines, postage meters, scanners

Proficiency in MS Office (MS Word, Excel, and PowerPoint, in particular)

Excellent time management skills and ability to prioritize work

Attention to detail and problem solving

Excellent written and verbal communication skills

Strong organizational skills with the ability to multi-task

Detail oriented

Team player

Positive attitude