

## EMPLOYMENT OPPORTUNITY

The Hardin County Mayor's Office is currently accepting applications/resume for an Administrative Assistant position. The successful applicant will report to the Hardin County Mayor and the Hardin County Commission. Applications may be obtained in the office of Hardin County Mayor Kevin Davis, 465 Main Street, Savannah, TN. or email the [mayorsoffice@hardincountytn.net](mailto:mayorsoffice@hardincountytn.net).

Applicant must be a resident of Hardin County or agree to relocate to Hardin County within six months of employment. The full-time position will be responsible for performing a variety of duties related to customer service, basic accounting and office administration.

Skills and abilities, include but not limited to:

- The ability to take initiative, prioritize workload and skillfully multitask
- Competent oral and written communications with good interpersonal skills are essential
- Knowledge of clerical procedures and computer literacy including intermediate Microsoft Office skills
- Preparing agendas and the corresponding information for meetings and composing minutes
- Ability to manage complex situations and office personnel with discretion
- High school diploma or equivalent education and/or experience is required

Applications must be accompanied by a resume and will be accepted in the Hardin County Mayor's Office until April 10, 2024. Hardin County, Tennessee is an Equal Opportunity Employer. All personnel actions shall be made on a non-discriminatory basis without regard to race, color, religion, sex, disability, age or national origin