

Administrative Assistant - Village of Cottage Grove

Deadline: Wednesday, January 23, 2019, 4:00pm

Position Objectives: The Village of Cottage Grove (6,600) is seeking to fill a newly created position of Administrative Assistant. This position will support the Village Administrator, Director of Planning and Development, Village Clerk and Village Treasurer. The candidate must be able to professionally perform a variety of administrative and clerical duties in an efficient and organized manner.

Minimum Requirements: Candidate must possess a high school diploma or equivalent along with 3 years of experience in an office setting. Candidate must possess a high level of integrity with a professional demeanor along with a pleasant phone voice. A full job description is available on our website.

Benefits: Position offers a full benefit package including health, life, dental insurance and participation in the Wisconsin Retirement System. The starting salary range is \$17.00 an hour to \$19.50 an hour dependent upon qualifications.

To Apply: Please submit a cover letter, resume, 5 professional references and salary history to Lisa Kalata at Village of Cottage Grove, 221 E Cottage Grove Rd, Cottage Grove, WI 53527 or email to lkalata@village.cottage-grove.wi.us.