

The Sumter County Commission is accepting applications for the following position:

Sumter County Administrative Asst(Full Time – Regular Status)

We are seeking a highly organized and detail-oriented Administrative Office Assistant. The Ideal candidate will provide comprehensive administrative support, ensuring office operations and contributing to a positive work environment.

Qualifications:

Education/Experience: Must possess a High School Diploma or equivalent.

Proven experience in Administration or in a similar role.

Previous experience Office Operations/Management, Computer Systems, Data Entry, Clerical Roles, Financial Software Systems, and Other related tools. Must be able to obtain a Bond.

Skills/Requirements: Excellent communication and interpersonal skills with the ability to effectively communicate with colleagues, vendors, and the community both verbally and in writing.

Assist with basic bookkeeping tasks. Assist with payroll processing.

Strong analytical and problem-solving skills with the ability to analyze, enter data, optimize administrative processes to improve efficiency and accuracy.

Exceptional organizational skills, time and office management skills with the ability to prioritize tasks, meet deadlines, write and understand contracts, and manage multiple departments simultaneously.

Proficiency in Microsoft Office Suite (Word, Excel, Power Point) and other relevant software.

Interested people should obtain an application from the Sumter County Commission Annex Building. Contact Tikesha Brown or Essie Poellnitz at 104 Hospital Drive Livingston, AL 35470
Phone: 205-652-2731

THE SUMTER COUNTY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER