



Employment Opportunity

Administrative Assistant- Main Reception 22.5 hours per week

Administrative Office, St. Peters, MO

The St. Charles City-County Library is a dynamic place to visit ... and work!

We are seeking applicants for a part time Receptionist position for the Library's Administrative Office. General duties include answering phones, greeting visitors, distributing mail, supporting inventory management and the warehouse. As a member of the Finance and Support Services team, the Receptionist may assist with special projects within this department.

Requirements:

- Excellent communication skills exhibiting a high level of customer service and professionalism.
- Proficient computer skills, including MS Office and Google Applications.
- Strong organizational, planning and prioritization skills.
- Strong attention to detail and ability to handle confidential information.
- Completion of clerical program or 2-4 years of college preferred.
- Two-year office work experience required.
- High school diploma or GED required.

Full job description can be found here: [Administrative Assistant](#)

Part time employees enjoy a partial benefit package that offers paid time off and a Deferred Compensation Plan with employer match.

Starting pay is \$14.29 per hour.

Schedule: Mon through Friday 12:30pm-5:00pm

For immediate consideration submit a cover letter and resume with completed [SCCCL Application](#) to any Library Branch, or email to HR@stchlibrary.org, or mail to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376, by **Friday, January 18, 2019**

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

1/8/19-1/18/19