

# CAREER OPPORTUNITY

## DOWNTOWN AIRPORT

CITY OF SPARTANBURG

POSITION VACANCY

### Administrative Assistant

The City seeks someone to provide administrative support to the Airport Director to include: composing correspondence, reports, spreadsheets, forms, and other documents as directed. Design, update and maintain the website for the airport. Administer and manage grants. Prepare and process purchase orders, order equipment and supplies as necessary. Assist in budget preparation and other fiscal/financial data and records.

Pay depends on experience. Starting pay \$13.72 per hour.

Requirements: Associates degree or equivalent from two-year college or technical school and three years related experience in the administrative field. Must maintain a valid SC Driver's License. Must be able to type at least 50 words per minute. Proficient in Microsoft Word, Excel, PowerPoint, Outlook and other related software.

Applications can be printed off of our web site at [www.cityofspartanburg.org](http://www.cityofspartanburg.org) and are also available in the Human Resources Dept. located on the 2<sup>nd</sup> Floor of City Hall, 145 W. Broad Street. You may mail resume and application to:

Human Resources  
City of Spartanburg  
P.O. Drawer 1749  
Spartanburg, SC 29304  
Email – [hr2@cityofspartanburg.org](mailto:hr2@cityofspartanburg.org)  
Fax – 864-596-2262

“A Great Place to Work”

Date of Notice: July 24, 2013

Deadline: Open until Filled



**CITY OF SPARTANBURG**

*P.O. Drawer 1749 • South Carolina 29304-1749 • (864) 596-2062*

