



## **CITY OF GRAYLING**

1020 City Blvd - PO Box 549

Grayling, MI 49738

Phone - (989) 348-2131 Fax - (989) 348-6752

[www.cityofgrayling.org](http://www.cityofgrayling.org)

## **EMPLOYMENT OPPORTUNITY**

The City of Grayling is accepting applications for a full-time Administrative Assistant, Monday – Friday from 8am to 4:30pm. The city offers a great benefits package at no cost to the Employee. Business background preferred. Applicant will be trained in-house on government software programs. Starting wage negotiable dependent on qualifications and experience with possible step increases upon evaluation.

The Administrative Assistant will perform various office duties such as Utility Billing, Property Tax billing and Front Desk. The city is looking for a dependable individual with a positive attitude, strong communication skills, excellent customer service. Applicant must be able to work independently as well as group settings. Must have Microsoft Office and internet experience. High School Diploma is required.

Selected applicant must complete a thorough background check and drug screen. The City of Grayling is an equal opportunity employer and reserves the right to reject any and all applicants.

Applications are located on our city website at [www.cityofgrayling.org](http://www.cityofgrayling.org) under the 'Employment' section.

Resumes and applications may be dropped off at Grayling City Hall at 1020 City Boulevard, mailed to City of Grayling, ATTN: City Clerk, PO BOX 549, Grayling, MI 49738 or emailed to [clerk@cityofgrayling.org](mailto:clerk@cityofgrayling.org)

Applications will be accepted until the position is filled.