



Administrative Assistant – Part Time

Hinckley Township Fire Department

Mon – Fri, 9am – 4pm (consistent 3-5 hour p/day schedule within this time frame)

We are looking for a responsible Administrative Assistant to keep our office running smoothly. The Admin Assistant will perform a variety of administrative and clerical duties providing support to the Chief and staff. Candidate should be self-regulating, possess both reliability and consistency, able to learn and problem solve well and good organizational skills.

Other responsibilities and qualifications:

- Provide direct support to the fire chief, command staff, and members with areas of responsibility
- Involvement with current projects for continuity and completion
- Responsible for staffing schedule and incident report accuracy and payroll entry
- Submit reports to state and national fire and ems reporting systems
- Oversee training records and certifications
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Maintain electronic and hard copy file system
- Responsible for reviewing and sorting invoices prior to payment; check for accuracy, maintain AP records system, adherence to AP policies and procedures
- Open, sort and distribute incoming correspondence/mail
- Assist in resolving any administrative issues and working on projects that arise
- Maintain office supplies and equipment
- Schedule and coordinate meetings and trainings
- Answering and routing calls
- Data collection, retrieval and reporting
- Strong problem-solving skills and ability to prioritize
- Good research skills and attention to detail
- Knowledge of operating standard office equipment
- Excellent communication skills – written and verbal
- Work well with all levels of people
- Good computer and software skills
- Proficiency in MS Word, MS Excel and MS Outlook a must
- 2+ years of hands on administrative support experience
- Ability to respond to station during large scale incidents and work within a command structure
- Become NIMS compliant with ICS 700 and ICS 100

We have a friendly and helpful staff, business casual environment and support a work/life balance.

Interested candidates contact:

Chief Mel Morgan @ 330-278-2487