



RECEPTIONIST

The Town of Sullivan's Island seeks to hire a full-time, permanent Receptionist to support the General Administration and Building Departments, located at Town Hall.

This position will be the initial, primary contact for Town visitors at the main Town Hall reception desk. The Receptionist will greet visitors, provide front desk customer service, and direct Town visitors to appropriate staff for service needs. Excellent customer service skills, professional demeanor and a positive attitude are essential for this position.

Responsibilities will include greeting walk-in visitors, fielding and transferring incoming telephone calls, directing visitors to appropriate staff members, providing customer service and other general administration duties as assigned.

The qualified candidate will be a professional, self-starter with strong customer service skills, have good computer skills in Microsoft Office products and the ability to learn proprietary Town software. H.S. degree/GED required with three (3) years office experience (municipal preferred). Salary is \$28,000/annum plus benefits.

Candidate must submit a complete Town Employment Application and may offer a resume and other relevant information. The application form is available online at www.sullivanisland-sc.com/employment. Direct questions and complete application packets to Lisa Darrow, Asst. to Administrator/Human Resources, at (843) 883-5744 or ldarrow@sullivanisland-sc.com, or mail to P.O. Box 427 (ATTN: Lisa Darrow/HR), Sullivan's Island, SC 29482.

Application deadline is 5:00 p.m., Wednesday, October 5, 2016

The Town is an Equal Opportunity Employer