

Administrative Assistant

The Town of Danville is seeking an organized professional to fill the position of Administrative Assistant to the Town Manager's Office. Qualified applicants will be skilled in all facets of Microsoft Office and other business related software. Candidates will also need skills in IT, Social Media and Transcription. Interpersonal skills are a must as the position interacts with the public along with Town staff. Applications and résumés may be sent to the Danville Clerk/Treasurer at jpearcy@danvilleindiana.org. Submission deadline is March 15, 2019.