



**Huron**  
The heart of the Valley

## **Part-Time Office Assistant**

### *Job Announcement*

**The City of Huron** is dedicated to providing efficient and effective quality municipal services that enhance the quality of life in a way that provides a financially viable, business-friendly and family-oriented community, promoting a full range of housing, business, and culture in a safe and attractive environment. We are seeking a professional **Office Assistant** to provide administrative support to ensure efficient office operations. The Office Assistant will handle clerical tasks, assist staff and visitors, and help maintain a productive work environment.

### **Key Responsibilities**

- Answer and direct phone calls, emails, and other correspondence
- Greet and assist visitors in a professional manner
- Maintain office supply inventory and place orders as needed
- Organize and maintain files, records, and documents (physical and digital)
- Schedule appointments, meetings, and travel arrangements
- Assist in preparing reports, presentations, and other documents
- Handle incoming and outgoing mail and packages
- Perform data entry and update records as required
- Support other departments with administrative tasks as needed
- Light housekeeping to ensure the office remains clean, organized, and well-maintained
- Other administrative tasks as directed by supervisor

### **Requirements**

- High school diploma or equivalent (associate degree or certification in office administration is a plus)
- Proven experience as an office assistant, administrative assistant, or in a related role
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other office software
- Strong organizational and multitasking abilities
- Excellent verbal and written communication skills
- Attention to detail and problem-solving skills
- Ability to work independently and as part of a team
- Professional demeanor and strong customer service skills

Position offers a starting salary between \$16.50 - \$18.00 per hour and California Paid Sick Leave. To apply, please submit a resume, cover letter, and job application to [huron@cityofhuron.com](mailto:huron@cityofhuron.com) by Wednesday, April 30, 2025

*The City of Huron is an Equal Opportunity Employer*