



## POSITION OPEN

### SOLID WASTE PART-TIME ADMINISTRATIVE ASSISTANT

**Job Posting Date – July 12, 2024**

The City of Conway Solid Waste Department is seeking a qualified candidate for the position of Administrative Assistant. This is a part-time position with Monday – Thursday work hours. Hours will not exceed twenty-nine (29) hours per week. This position performs skilled clerical and technical work functions in support of efficient and effective Solid Waste Department operations. This position will handle a variety of duties essential to the department and detail oriented clerical tasks that involves considerable initiative and good judgment in the performance of their duties. Work is performed under the supervision of the Director of Solid Waste.

**Minimum Experience and Training:** Requires high school diploma; five (5) years of related work experience; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Must possess a valid Driver's License.

Entry level pay for this position is \$35,452.00. (\$17.04 per hour)

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075, Conway, SC, 29528 or [applications@conwaysc.gov](mailto:applications@conwaysc.gov). Applications may be downloaded from the City's website at [www.conwaysc.gov](http://www.conwaysc.gov) or obtained from Human Resources at 223 Main Street Conway, SC 29526 or the SC Department of Employment & Workforce Center located at 200-A Victory Lane Conway, SC.

This position will remain open until filled.

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