

SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Administrative Assistant – Business Services Consultant/Job Recruiter

Benefits to joining our team:

- Starting rate \$22.71 to \$29.86
- Full-time employment
- Impressive benefit package: health, vision, dental, life insurance, public retirement
- 13 paid holidays
- Paid personal days
- Employee Assistance and Wellness Programs
- Paid Vacation
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

Position Overview:

This position will require non-traditional working hours, which may include evenings and weekends. A valid driver's license with acceptable driving record is required. The candidate may have to drive personal vehicle and must maintain required liability limits. Candidate must be self-motivated with solid time-management skills, possess excellent verbal and written communication skills, possess research and presentation skills, and be comfortable with computer software.

Minimum Qualifications:

Bachelor's Degree in Business, Human Resources, Communication, or Marketing preferred, but qualified applicants may apply and be selected based on combination of the following: education, knowledge, skills, abilities and experience with proven experience in business to business sales, talent recruitment, and/or job placement.

All applicants must submit completed county application to be considered for employment.

Resumes may be attached but will not be considered without application. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links>.

How to apply:

- Fax County Application and/or cover letter/resume to 419-552-3221 Attn: Taylor Steinmetz
- Mail County Application and/or cover letter/resume to 2511 Countryside Drive, Fremont, OH 43420 Attn: Taylor Steinmetz
- E-mail County Application and/or cover letter/resume to taylorann.steinmetz@jfs.ohio.gov

Sandusky County Department of Job and Family Services is an Equal Opportunity Employer