



## Office Manager Vandalia Division of Fire

The City of Vandalia is seeking a skilled administrative applicant for the full-time position of Office Manager in its Division of Fire.

This person will report to the Fire Chief. The chosen candidate will answer phones; prepare reports; process and maintain/budgets; compile employee payroll information; manage the recruiting process; prepare reports, forms, and correspondence; keep records; and provide a variety of other clerical and administrative support for members of the Fire staff.

The successful candidate will possess a high school diploma or GED and at least 1 year of relevant administrative or secretarial experience. Preference will be given to those with a secondary education at a college or business school level.

The chosen candidate must exhibit excellent organization, communication, computer, time management, and proofreading skills. Recruiting and experience working with an applicant tracking system is a plus! Proficiency in Outlook, Microsoft Word and Excel is a must. Ability and willingness to work independently in a fast-paced and unpredictable environment is required!

The salary range is \$17.89 - \$28.70 per hour to start, depending on education and qualifications. This position provides excellent growth potential for the right candidate.

Those interested must submit a **cover letter and resume, along with an application**, which may be found on the City of Vandalia website, [www.vandaliaohio.org](http://www.vandaliaohio.org). Application materials must be emailed to [resumes@vandaliaohio.org](mailto:resumes@vandaliaohio.org) or faxed to 937-898-6117, no later than **11/13/19**.

The City of Vandalia is an Equal Opportunity Employer and ADA compliant.