

Office Assistant

Finance · Warren, Ohio

The Warren-Trumbull County Public Library has a **part-time Office Assistant** position available for the Finance and Administrative Offices. This staff member will perform a variety of clerical and administrative duties and will serve as frontline customer service for the Administrative Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greets visitors/staff/vendors and addresses in-person inquiries in the Administrative Office.
- Provides office assistance and clerical support:
 - Answers telephone, responds to questions, directs calls and takes messages.
 - Sorts and distributes incoming mail and prepares outgoing mail.
 - Assists with creating PO's and files the paid vendor packets as needed for Finance Office.
 - Types various correspondence, maintains office files, and photocopies materials.
- Assists with maintaining supply room inventory at Warren Library.
- Assists with maintaining and updating furnishing and equipment inventory list for library system.
- Assists with maintaining, ordering, tracking and distributing office supplies, equipment and furniture for all library departments and locations, working within allocated budget; assists with researching purchases; matches PO's with invoices for items ordered.
- Schedules and maintains bookings for Warren meeting rooms and display windows;
- Keeps up to date with library-wide events and activities.
- Prepares letters of acknowledgement for donations and thank you notes for gift tributes.
- Duplicates and collates materials as necessary for administrative staff, Departments, and Board of Trustees. Assists staff with use of photocopier and fax machine in Administration Office.

QUALIFICATIONS:

High school diploma or equivalent. General office experience preferred. Proficiency in MS Office (Word and Excel). Knowledge of business office practices, procedures and equipment. Valid driver's license.

Please refer to the Core Competencies for Library Staff on the library's website, www.wtcpl.org.

This is a **part-time position**, scheduled for **25 hours/week**. **\$14.55 hourly starting**.

HOW TO APPLY

Apply online directly through the Library's careers website, <https://wtcpl.bamboohr.com/jobs/>.

Applications will be accepted until position is filled.