| Executive Assistant | city of franklin |
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| Related image **Job Description and Requirements** This position provides administrative support for the City Manager and the City Attorney. Some of the major duties for this job include, but are not limited to: assisting the City Manager with research and the collection of data concerning city operations from documentary and personal sources, preparing analyses of policy and program issues and submitting recommendations to the City Manager, compiling and analyzing data using statistical, historical, and financial information, etc. The minimum qualifications for this position include: must have the ability to manage general office administration including phones, correspondence, filing, developing reports, typing board minutes, and mail, must be experienced in using Microsoft Word, Excel, PowerPoint, and Outlook, must be a team player with a high energy level and ability to work under pressure, must possess time management and prioritization skills and be very people-oriented.  For more information on the job use the contact information on the right! The full job description and requirements are found in the link below the job ad on the City’s webpage. | Related image  **Contact Info**  Telephone: (757)562-8561  Office: 207 West Second Avenue Franklin, VA 23851  Email: [info@franklinva.com](mailto:info@franklinva.com) |