



CITY OF WEST MEMPHIS

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 702-5114

TO: ALL QUALIFIED APPLICANTS
FROM: HUMAN RESOURCES
DATE: JULY 28, 2020
RE: JOB OPENING – ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT – METROPOLITAN PLANNING ORGANIZATION

This is a full-time position with benefits working under the direction of the MPO Director. The ideal candidate is responsible for the following task: Answering phones, distribute mail and various documents, respond to citizen’s concerns, and keeping minutes for MPO meetings and creating agendas for upcoming events.

Minimum Qualifications

- Possess a valid driver’s license.
- High School Diploma or GED
- Experience: Accounts receivable or previous administrative experience preferred

Pay Range: Grade 15 - \$12.65 hourly - \$16.16 hourly

Applicants may contact the City of West Memphis Human Resources Office at 604 E. Cooper - West Memphis, AR 870-702-5114. The City of West Memphis is an Equal Opportunity Employer (EOE).

Applications may be submitted online at www.westmemphisar.gov