



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 11/8/2017

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109th avenue, Sweetwater, FL 33174

Floater– POSITION # 1114 – FULL-TIME

Applications will be considered on a first-come, first served bases. Deadline for accepting applications: Until Filled

- Computer literate with a strong knowledge of Microsoft Office
- Excellent written and oral communication skills
- Strong proofreading and typing skills
- Strong organization skills and ability to work independently
- Must be able to handle confidential information and documentation
- Bilingual preferred (English and Spanish)

Responsibilities

- Answer telephone and take accurate messages
- General office functions such as copying, faxing and mailing
- Sorting and distribution of mail
- Filing office documents
- Other duties as assigned by supervisor

Required Education

- High school or equivalent

City of Sweetwater. Human Resources

500 SW 109th Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>