

**TOWN OF CEDAR LAKE**

Office of the Town Administrator  
7408 Constitution Avenue - PO BOX 707  
Cedar Lake, IN 46303  
(219) 374-7400 Fax (219) 374-8588



**Administrative Assistant**

**Posted:** October 19, 2018  
**Deadline:** **November 1, 2018 at 4:00 pm**  
**Job Function:** Full-Time Administrative Assistant  
**Job Location:** Cedar Lake Town Hall; 7408 Constitution Avenue,  
Cedar Lake, IN 46303  
**Compensation:** \$14.00 to \$16.50 per hour DOQ plus benefits

**Job Summary:**

The Town of Cedar Lake is seeking to fill the position of Full-Time Administrative Assistant to the Town Administrator. The successful candidate will perform a variety of clerical, administrative and technical work. The position is responsible for researching, planning, and coordinating various office functions of the Town Administrative office including a variety of projects and community outreach. The Administrative Assistant will often serve as a primary point of contact for the Town; as such, the ideal candidate will exhibit trustworthiness, high ethical character, a willingness to learn, an eye for detail and a dedication to customer service.

**Required Qualifications:**

1. Graduation from high school education or GED equivalent, and
2. Five (5) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
3. Excellent verbal and written communication skills are required and working experience with MS Office.
4. Evening availability and flexible scheduling is required.

Applicants will be required to take a pre-employment drug screening and provide proof of a valid driver's license. Please email a resume, cover letter and completed application to [jill.murr@cedarlakein.org](mailto:jill.murr@cedarlakein.org) before 4:00 pm on Thursday, November 1, 2018. A full position description is available at Town Hall or via email request at [jill.murr@cedarlakein.org](mailto:jill.murr@cedarlakein.org). No phone calls please.

**Applications are available at the Town Hall or the Town's website:**  
**[www.cedarlakein.org](http://www.cedarlakein.org)**