

## **OFFICE MANAGER**

Pulaski County is seeking an Administrative Office Manager that will be responsible for overall front office activities, including the reception area, mail, purchase orders, office supply orders, etc. This position is also responsible for directing and coordinating office coverage, services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. This position must present and maintain professionalism and confidentiality at all times.

This is a full time position that includes full benefits and paid holidays.

The salary scale for this position is \$25,270 - \$41,316 and is commensurate based on education and experience. Interested individuals can apply at the Virginia Employment Commission Office or may download and submit an application from [www.pulaskicounty.org](http://www.pulaskicounty.org) to Tammy Safewright, Human Resources Director, 143 Third Street, N.W., Suite 1, Pulaski, VA 24301. A detailed job description is also available on the website.

Position is open until filled.

EQUAL OPPORTUNITY EMPLOYER