



TOWN OF YEMASSEE
ADMINISTRATION DEPARTMENT
101 TOWN CIR
YEMASSEE, SC 29945-3363

Administrative Assistant I – AAI	
Department:	Administration
Employment Type:	Full Time
Position Hours:	Monday – Friday 8:00 AM – 5:00 PM
Job Location:	Yemassee Municipal Complex 101 Town Cir Yemassee, SC 29945-3363
Job Duties:	<ul style="list-style-type: none"> • Oversee the front desk at the Yemassee Municipal Complex to include answering phones, signing in all visitors to the building and performing typical customer service functions. • Oversee the Business Licensing functions of the Town including assisting in establishing new accounts, posting payments to accounts, and processing annual renewals. • Assist in directing citizens to appropriate town departments based on the need of the individual. • Performs other duties as assigned.
Minimum Qualifications:	<ul style="list-style-type: none"> • High School Diploma or Equivalent • Associate degree in administrative support or related field strongly preferred. • Must possess and maintain a valid South Carolina Driver's License (Class D) • No Criminal History or Crimes of Moral Turpitude • Excellent Customer Service Skills • Discretion and professional demeanor are essential. • Must complete NIMS ICS 100, 200, 700 & 800 within six months of employment.
Pay Information:	Hourly / \$14.63 per hour