



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 / \$18.63 per hour