

River Bend- Administrative Assistant. The Town of River Bend (pop. 3,100), located in Craven County, just 5 miles from New Bern, is seeking applicants for the position of Administrative Assistant. Duties include: process fee payment, create and maintain files, works with zoning assistant to review and issue permits, generate notice of violations and other administrative duties. Ideal applicant will possess 3-5 years of professional clerical experience. Position requires high school graduation, strong written and verbal communication skills, a valid NC driver's license and experience in Word, Excel, PowerPoint, with preference given to applicants with web page design/maintenance experience. Anticipated starting salary is \$28,583, plus benefits. The town offers a competitive benefits package which includes: retirement, paid holidays, medical insurance, 401(k) and more. Apply by submitting a cover letter and completed town application (applicant may also include resume) to: Town of River Bend, Town Manager, 45 Shoreline Drive, River Bend NC 28562 or via email to manager@riverbendnc.org Position open until filled. Initial review of applications to take place on June 10, 2019, with plans to have position filled by June 24, 2019. Application available online at www.riverbendnc.org