



**INC. VILLAGE OF FLORAL PARK
EMPLOYMENT OPPORTUNITY**

POSITION AVAILABLE: Part time - Administrative Assistant

The Village of Floral Park is seeking an administrative assistant to work in Village Hall.

The position entails diversified duties such as:

- Greeting residents and the public by answering phones and working at the reception station
- Performing routine typing and clerical work
- Handling incoming and outgoing mail
- Processing and receipting of parking permits, landscaper licenses and taxes
- Composing and typing letters, reports, invoices and vouchers
- Updating the Village Website and Email Distribution
- Multi-tasking is vital

Proficiency in Microsoft Word & Excel and experience with website management is a plus.

Hourly rate commensurate with experience. Hours are flexible – approximately 15-20 hours per week.

Please drop off an employment application which may be found on the village website at Village Hall or be emailed to Susan Walsh at swalsh@fpvillage.org

Village of Floral Park
One Floral Boulevard
Floral Park, NY 11001
(516) 326-6300