

FULL-TIME ROLE OF ADMINISTRATIVE ASSISTANT IN OELWEIN'S COMMUNITY DEVELOPMENT DEPARTMENT

The City of Oelwein seeks a dynamic, self-motivated individual for the full-time role of Administrative Assistant in our Community Development Department. This pivotal position supports city initiatives in rental inspection, nuisance abatement, building inspection, and housing needs. We offer a competitive salary with comprehensive benefits. Ideal candidates will have office experience, computer knowledge, excel in public sector work, demonstrate excellent communication, reliability, and a robust work ethic. Ready to contribute to significant housing goals and community well-being?

Join us in enhancing Oelwein's development!

Detailed job description and application are available at www.cityofuelwein.org or at Oelwein City Hall 20 2nd Avenue SW, Oelwein, IA 50662, Attn: Barb. Cover letter, resume, and application accepted until position is filled. EEOC/AA