



## The City of Martin Gateway Center-Receptionist

The City of Martin is now accepting applications for the position of a full-time receptionist. The successful candidate will serve as a public relations representative, providing information pertaining to services available for senior citizens at the center while referring clients to other cooperating agencies for service.

- Help assist with organizing and implementing special events
- Help with programs and activities as needed
- Assist with general preparation of brochures, monthly newsletters, monthly calendar and handouts
- Assist with general Parks & Recreation programs as requested
- Provide clerical support to the center operations.

### Minimum Qualifications

**Hourly rate: \$9.00/hour.**

- Have a High School Diploma or equivalent.
- Minimum of one year formal training in office procedures from an accredited vocational school, commercial business is preferred; Three years of experience in related work may be substituted for one year of formal training.
- Must possess good communication and office skills.

Full-time position consists of 32 hours a week, Monday - Friday; days off during the week may vary due to special events scheduling.

**Benefit Package:** City of Martin Health Insurance, Blue Cross Blue Shield Vision, Delta Dental of Tennessee Dental, Dearborn Life Insurance & TCRS Retirement Benefits.

Applications can be obtained at the City of Martin Municipal Building or may be obtained on City of Martin website at [www.cityofmartin.net](http://www.cityofmartin.net).

Resumes not accepted without a completed application.

**Deadline for submitting applications is 5:00 PM Friday, August 23, 2019.**

**Mail or deliver applications to:**

**City of Martin Attn: Human Resources Department.**

**109 University Street Martin, TN 38237**

*The City of Martin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.*