



RECEPTIONIST

City of Indian Wells, California

\$47,540 - \$59,426 annually

plus excellent benefits.

Under supervision, provides a variety of routine office support activities to various City departments, which include telephone and counter reception, processing incoming mail, word processing, data entry and organization, record keeping and filing; and performs related work as required.

The ideal candidate has at least the equivalent to graduation from high school and one year of office support, secretarial or general clerical experience. Experience in dealing with the public and working in a public agency setting is desirable.

APPLY IMMEDIATELY. Application deadline is Friday, October 27th at 5:00 p.m. Cover Letter, Resume and Application must be submitted via email to knelson@indianwells.com. Full job description, list of benefits, and instructions for how to apply are available on our website at <https://www.cityofindianwells.org/city-hall/departments/human-resources>.