

Town of Ixonia Administrative Assistant Position

The Town of Ixonia (pop. 5,139) is searching for a candidate to fill the position of Administrative Assistant.

The Town of Ixonia is seeking an energetic and qualified individual to fill the vital role of the Administrative Assistant. This position is a critical link, as it's the first contact between the residents of the Town of Ixonia and their local government. An energetic and enthusiastic person is encouraged to apply and join our team.

Schedule: Monday – Thursday 8:00 a.m. – 1:00 p.m. Flex hours will be allowed due to possible evening hours for meetings and elections.

Successful candidates shall possess a minimum of a high school diploma, two to three years of related experience such as moderate administrative experience or municipal experience, and strong communication and computer skills (Microsoft Office). Any experience in WisVote, Workhorse Software, or other office/accounting software is preferred.

Hourly range: \$20.00 - \$22.00 depending on qualifications.

The Town offers a comprehensive benefits package including health insurance (ETF), dental, short-term disability, life insurance, deferred compensation plans, which this position does not qualify for Town contribution to monthly premiums but is available at employee expense. The Town of Ixonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities.

Applications and Resume' may be submitted electronically to townhall@townofixonia.com. Position is open until filled. A full job description may be found on the Town of Ixonia website at www.townofixonia.com