



Lafayette County

SOLID WASTE

JOB OPENING

Administrative Assistant

Requirements: High school diploma or GED

Must be knowledgeable in Microsoft Excel and have exceptional customer service skills. Ability to prepare records and reports. Ability to communicate effectively, both orally and in writing. Ability to work effectively with other County departments as needed.

Lafayette County is an Equal Opportunity Employer.

Applications may be picked up and submitted in Suite 222 of the Chancery Building, 300 North Lamar Blvd., Oxford, MS 38655 or online at www.lafayettems.com.