



1401 Cox Avenue  
Bainbridge, GA 39819

### **Administrative Assistant (Part Time)**

The Bainbridge Decatur County Recreational Authority (BDCRA) is seeking a part-time Administrative Assistant to join our team. In this role, you will provide administrative support for the Administrative Manager, Community Development Manager, and staff. Duties include greeting visitors, answering phone calls, organizing administrative files and records, mail collection and distribution, preparing communications, assisting customers with their accounts, and general bookkeeping.

### **Qualifications**

- High school diploma or acceptable progress towards high school diploma.

### **Preferred Qualifications**

- Knowledge of and the ability to interpret and apply related BDCRA policies, procedures, principles, and practices.
- Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules, and regulations.
- Knowledge of applicable computer applications and basic computer functions.
- Knowledge of office practices, procedures, and etiquette.

### **Considerations:**

This is a part time position and requires successful completion of a criminal background check and drug test.

### **Anticipated Salary:**

\$12 per hour

**The Bainbridge Decatur County Recreational Authority is an  
Equal Opportunity Employer**