Administrative Specialist

Type of Job: Part-time Administrative

The Placitas Community Library seeks an organized, detail-oriented, self-motivated team player who enjoys working with the public. Responsibilities include preparing data reports, customer service, phones, data entry, inventory, scheduling, and general office support. Must be detail-oriented, proficient with office technology, able to multitask and thrive in a fast-paced environment.

How to apply: send a cover letter and a resume to
PCLboardchair@placitaslibrary.com

Please list Admin Specialist Candidate in the email subject line

Salary: $22/hr. plus 7 days PTO for vacation or sick leave per year, plus all federal holidays

Administrative Specialist Ad (poster)