

WE'RE HIRING!

Administrative Assistant

Pay Rate: \$28.97/hour

Employment Type: Part-time (16 hours/week)

Closing Date: September 30, 2025 or until Filled

KNOWLEDGE AND SKILLS REQUIRED

- Modern administrative and secretarial practices
- Records management principles and practices
- High level of customer service delivery, preferably in the public sector
- Modern equipment and communication tools
- Computer and software programs, i.e. MS 365, Adobe
- Filing and record keeping
- Written and oral communication skills in English
- Research, analysis and data summarization
- Tactful and collaborative team-based techniques
- High school diploma or equivalent
AND 5 Years secretarial experience
preferable in the public sector

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to apply](#)



Monterey Peninsula Regional Park District
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