



Southern Shores Fire Department

*Southern Shores Fire Department
15 S. Dogwood Trail
Southern Shores, NC 27949*

*Phone: (252) 261-2272
Fax: (252) 255-0551
www.ssvfd.net*

March 2, 2020

The Southern Shores Volunteer Fire Department is looking for a part time Administrative Specialist. The candidate should be outgoing, friendly, energetic, and able to multitask and prioritize. Job duties include, but are not limited to: answering phones, greeting visitors, preparing and sending department-wide emails, updating websites, social media sites, processing bills and invoices. He or she will work 15 hours per week, Monday through Friday 12PM to 3PM. The ideal candidate will be proficient in Microsoft Word, Excel, Quick Books, Power Point, Publisher, Adobe Acrobat editing software, Familiar with Google Suite Applications, and experience with photo and video editing software. The Southern Shores Fire Department offers a competitive salary. Please email resume to Edward J. Limbacher, Fire Chief at ELimbacher@SSVFD.net or in person at 1 Ocean Boulevard (suite 105) Southern Shores, NC 27949.