

Staff Assistant

The Greater Peoria Mass Transit District (CityLink) has an opening for a full-time Staff Assistant. This position is responsible for providing administrative and clerical services for the Administration and Finance departments. Responsibilities include:

- Maintain and organize confidential records and files
- Count bus fare money
- Type correspondence, reports and other documents
- Open and distribute mail
- Greet and assist visitors at the front window
- Answer busy phones
- Sell transportation passes
- Provide support to Board of Trustees, General Manager and Director of Finance

Pay is \$10.50/hour. High School diploma (or equivalent) and valid Illinois driver's license is required. Applications for this position may be obtained at www.ridecitylink.org or the GPMTD Administrative Office, 2105 NE Jefferson, Peoria, IL 61603. Completed applications may be e-mailed to humanresources@ridecitylink.org - candidates ***MUST*** include a current Motor Vehicle Record (MVR) with their application in order to be considered for employment.

Equal Opportunity Employer