



BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.
Brighton, MI 48116
o: 810-229-6640 f: 810-229-1619

Job Posting

(Internal/External)

January 20, 2023

Administrative Assistant Brighton Area Fire Authority

The Brighton Area Fire Authority, a combination department, proudly serving the residents of Genoa Township, City of Brighton, and Brighton Township is accepting applications from qualified candidates for the position of Administrative Assistant. This is a non-exempt, 40 hour per week full-time position. However, frequent assignments outside normal scheduled hours may be anticipated.

This position is a forward facing position with the public and staff, which works both independently as well as a key contributor in our administrative team performing a variety of routine and complex administrative work to support fire operations. Sample duties include answering phones, electronic communication scheduling appointments, payroll processing and creating informational materials such as annual reports, media releases, and recruitment materials. Salary range will be between \$40,000-\$45,572, based on qualifications. Benefit package is outlined within the 2022/2023 Brighton Area Fire Authority Full-Time Benefit Summary.

Education and Experience: High School Diploma or equivalent GED, with additional college level courses and/or a Bachelor's Degree in Management, Public Administration, or Marketing is highly desirable. Minimum of three (3) years of administrative or related work experience preferred.

Hiring Process/Application:

Resume with cover letter and completed Brighton Area Fire Authority employment application must be received by the Human Resources Director no later than 4:00 pm on February 8, 2023. Application and detailed job description can be found at www.brightonareafire.com or visit our Authority Headquarters at 615 W. Grand River Ave, Brighton, MI 48116. The hiring process may consist of: oral interviews, assessment, background investigation and physical exam.

[Full Job Description-Administrative Assistant](#)

"The Brighton Area Fire Authority is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them."