Job Title: **Entry Level Administrative Support Staff**

Job Summary: Provides daily clerical and organizational support to Township Office

35 hour work week; Mon-Fri 8-4

Responsibilities:

- Communication: Answer and direct phone calls, take messages, respond to routine inquiries, greet residents and handle incoming/outgoing mail.
- Scheduling: Maintain calendar for hall rentals.
- Document Management: Filing and entering building department documents into Laserfiche.
- Office Operations: Order and maintain office supplies, manage inventory and coordinate with vendors for service/repairs.
- Support: Assist co-workers with administrative tasks. Assist with issuing ballots during elections. Assist in taking tax payments. Assist Enforcement Officer with correspondence.
- Anything else that may be assigned to you

Skills & Qualifications:

- High School diploma or GED required
- Knowledge of Microsoft Office (Word, Excel, Outlook)
- Email management
- Attention to detail
- Good communication skills
- Able to multi-task
- Positive attitude, self starter

Experience:

BS&A and cash handling experience a plus, but right candidate will be trained

Starting pay scale: $18-$21 depending on experience

Benefits: 15% paid pension (after 6 mo. vesting), $150 per pay period Health Care Savings Program (after 6 mo. vesting) and Health coverage – Employee only (after 1 mo.)