

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH TITTABAWASSEE TOWNSHIP

Position: Office Manager/Office Professional

Salary: \$46,592

Date Posted: Wednesday September 9, 2020

GENERAL STATEMENT OF DUTIES

Manage the front desk of the Township Administration Office, answering phones, receipt payments, greet and direct individuals. Other duties include and not limited to: manage building files, process and maintain electrical, plumbing and mechanical permits, order and maintain supplies, hall and park pavilion reservations, retrieve and sort mail, and support other departments with various tasks.

QUALIFICATIONS

Associates Degree or equivalent with courses in typing, word processing, computers, office practices and general business. Must possess excellent communication skills, public service skills and organizations skills. Capable of managing multiple tasks and have understanding of general office procedures. Must have a minimum three (3) years' experience in related field.

INDIVIDUAL MUST SUCCESSFULLY PASS A PRE-EMPLOYMENT DRUG TEST.

EXAMINATION PROCEDURE

Applications will be screened and those best qualified will be interviewed.

ORAL INTERVIEW.....100%

APPLICATION PROCEDURE

The position indicated above is open to qualified applicants. Resumes will be accepted at the Tittabawassee Township Administration Office, 145 South Second Street, P.O. Box 158, Freeland, MI 48623 on or before September 18, 2020, at 4:00 p.m. or by mail or e-mail at mmcgill@tittabawassee.org.

EQUAL OPPORTUNITY EMPLOYER