

ADMINISTRATIVE ASSISTANT

Port Sheldon Township
16201 Port Sheldon Street
West Olive, MI 49460



Please email resumes to
Howard Baumann at
howard@portsheldontwp.org

Please direct inquiries to
the township office at
616-399-6121

Port Sheldon Township is accepting resumes for part-time Administrative Assistant. The position assists several departments including Building, Assessing, Clerk, Treasurer and Supervisor. Varied duties are clerical in nature. Position requires the ability to multi-task, have excellent customer service, computer and organizational skills.

Must be punctual, flexible, and able to work independently and be a team player. Key competencies to include computer experience in Word and Excel, BS&A software (desired). High School Diploma or Equivalent required. Must have reliable transportation.

HOURS:
9:00 A.M. – 12:00 P.M.
Monday through Friday
5:00 P.M. – 7:00 P.M.
Wednesday evening

HL-00497504

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