

Administrative Assistant:

Post date 7-19-24

Washington Township is seeking a detail-oriented and dynamic administrative assistant for an entry level position to join our team at the Township Administrative building. Candidate must be able to perform a variety of skilled and semi-skilled tasks, such as:

- Attention to detail, team mentality and a positive attitude.
- Willingness to take on new tasks and learn new skills.
- Proficiency with Excel, Adobe, Microsoft Office & Calendars, and a general knowledge of word.
- Answer multi-line phones and greet visitors.
- Collate and distribute mail.
- Prepare meeting agendas and meeting minutes, post them to our web page
- Maintain filing systems, both electronic and physical.
- Light data entry.
- Social media:
 - Expand and monitor our social media presence while keeping current with social media apps.
 - Using social media marketing tools to inform the public of Township amenities and activities.
 - Establishing relationships/networking with apps for outdoor activities.
- In collaboration with Parks and Rec. committee, coordinate township events in our parks such as sled riding night, 5K runs, etc.
- High School diploma, two years administrative experience, including working with the public daily.

Part time position, approximately 25 hours/week. Schedule is open to some consideration if it is within office hours: Monday through Fridays from 7:00 am - 4:00 pm; previous employee worked from 8:30 am - 1:30 pm.

The employee must successfully pass a criminal background check, and drug test. Please submit resume to Norman Willow, Manager, Washington Township, 11800 Edinboro Road, Edinboro, PA 16412 or Email: Manager@washington-township.info; PLEASE, NO PHONE CALLS.