

BLENDON TOWNSHIP

Want a great job working with
some amazing people?
We have an immediate job opening.

ADMINISTRATIVE ASSISTANT (PART-TIME 16-20 HRS/WK)

We have an opening for a part-time administrative assistant in the Township Office. We are looking for someone who: is proficient in MS Word and Excel, has an outgoing personality, likes to work hard, has a willingness and aptitude to learn new things and have fun.

Job Duties (not all-inclusive)

- General Office duties: Reception, phones, mail, filing, copying, scanning.
- Payroll (ADP RUN application)
- Maintain Building Department permits, plans, and documents
- Assist Zoning Administrator with management of special project files and Escrow accounts
- Cash Receipting (BS&A Software)
- Running or creating monthly reports,
- Updating Township website as necessary
- Revise and Create office forms and procedures
- Serve as backup to other administrative support staff
- Ordering and maintaining office supplies
- Coordinate, process and register employees for training and seminars
- Assist Clerk's office with election processes if necessary

Call or Click Here to Complete the: [Blendon Township Application for Employment](#)

Attach your cover letter, resume, and employment application to: Office@BlendonTownship-mi.gov