

Part Time Office Assistant Milford Township

Milford Township, Oakland County Michigan, population 16,160. Wage: \$16.55 per hour.

Milford Township is seeking a professional individual for the position of Office Assistant. Prior office experience required, municipal experience preferred. This position reports to and works closely with the Clerk and Treasurer.

Responsibilities and skills include but are not limited to excellent interpersonal and customer service abilities, written and oral communications. Good working knowledge of Microsoft Office programs. Self-motivated, problem solver, with ability take direction and work independently as directed. Strong attention to detail and an interest in local government and elections. Must be able to multi task and work with accuracy and poise under pressure. The position is for three days per week, Monday through Friday, must have ability to have a flexible schedule with current part time employee to cover the week. Ability to work every day, evenings and Saturdays immediately preceding Election Days a must.

Position notice and job description available at www.milfordtownship.com.

Qualified applicants submit a cover letter of interest and resume to the Charter Township of Milford, attention of Holly Brandt, Clerk, 1100 Atlantic Street, Milford, Michigan, 48381. Must provide three written references upon request. Milford residency is not a requirement.

Accepting applications until November 2, 2018.