

Brandon Township

Administrative Assistant

Position Announcement

Brandon Township is seeking an experienced and versatile part-time administrative assistant to the treasurer. Primary responsibilities include customer service, cashiering, answering phones, bank reconciliations, filing, records management, and transaction processing.

The successful applicant will possess high-level customer service, excellent written and oral communication, exemplary computer ability, organization and office skills, and adaptability.

A high school diploma is required, with a combination of education and experience to demonstrate the knowledge and ability to perform the tasks required in the treasurer's office.

Starting wage is approximately \$21,000.00. Part time hours are up to an average of 32 hours per week.

Interested applicant should submit an application, cover letter and resume to:
Brandon Township Treasurer's Office
PO BOX 929
Ortonville, MI 48462

Position start date is as soon as possible.
The Township is an equal opportunity employer.