Egelston Township 5428 E. Apple Avenue Muskegon Michigan 49442

Egelston Township is looking for a fulltime administrative assistant. Duties would include:

- 1. Computer and Technology skills (Windows 10, Microsoft Office, and preference-BSA Software)
- 2. Must be able to be BONDED
- 3. Communication skills (phone and personal)
- 4. Be able to perform and assist in duties/tasks as requested to facilitate efficient operations of the Clerks department.
- 5. Must be able to multi-task on a daily basis, which includes skills in organization, resident/customer service and relations, project and time management
- 6. Education Requirements:
 - a. High School diploma, preferably an Associate's Degree and/or 3-4 years of work-related experience equivalent. Knowledge of website administration, benefits administration, bank reconciliation, assisting in payroll, accounts payable, elections, budgeting and general ledger.
- 7. Position: Full-Time, 1 st shift, Monday-Friday, 40 hours per week.
- 8. Benefits:

Medical

Dental

Life Insurance

Pension

Paid Holidays

Paid Vacation Days

Paid Sick Days

- 9. Career Category: Business Operations & Administration
- 10. Job location: Muskegon, Michigan Job Level:
- 11. Experienced
- 12. Salary: Starting-\$24.70, 6 months-\$25.97, 12 months-\$27.42 There is a six (6) month probationary period, uninterrupted break in service for Full time.
- 13. How to apply: In person or online:
- 14. Job seekers can pick up an application, in person at: Egelston Township, 5428 E.

Apple Ave., Muskegon, Michigan 49442, or go online for an application at: http;egelstontwp.org. Questions regarding the position, please call 231 788 2308 ext. 11. Due to the high volume of applicants, Egelston Township DOES NOT CHECK ON APPLICATION STATUS. Egelston Township is an EEO/AA Employer.

EGELSTON TOWNSHIP 5428 E Apple Avenue, Muskegon MI 49442

Employment Application – Please Attach Resume



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Position Applied for															
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Have you ever worked for this company?			YES 🗌	№ □	If so, when?										
Have you ever been convicted of a felony? YES				YES 🗆	№ □	If yes, explain									
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