

Grand Rapids Charter Township Job Opportunity

Grand Rapids Township is looking for the right individual to be our **Receptionist/Administrative Assistant**. This individual must be able to convey information clearly and concisely, as they are responsible for greeting our residents and efficiently directing them to the correct department within the township, as well as guiding them to the correct contacts outside of our office. This person must be able to work well with a variety of individuals and must be willing to take on tasks from all departments. This position is the primary contact for the rental of our township shelter and fields, taking reservations for our township hall, and issuing solicitation permits and dog licenses. Responsibilities include accepting tax payments and preparing tax deposits, processing accounts payable invoices, and accepting election forms. Additional responsibilities include but are not limited to the support functions of filing and preparing mailings. This individual must be proficient in Microsoft Word, Excel, and Outlook. Experience with BS&A software is a plus.

The Receptionist/Administrative Assistant position is a part-time position at 24 hours per week. The work schedule is as follows: Monday 8-12, Tuesday 8-5, Thursday 8-5, and Friday 8-12.

Stop in the township for an application or find it from our home page by clicking *Reference Desk*, then *Employment Application*. Completed applications should be directed to Sue Cady, Office Manager.