

## **JOB ANNOUNCEMENT**

Skippack Township, Montgomery County is hiring an Administrative Assistant/Recreation Coordinator. The position is full-time (40 hours/week). Pay range is \$12/hr to \$14/hr, depending on qualifications. The Township offers paid medical, dental, life and disability insurance, and a defined contribution pension plan equal to 8% of salary. This is a front-line customer service position, and the ability to interact and problem solve with others in a pleasant and helpful manner is paramount.

The position requires a high degree of organization and flexibility, as well as mastery of Microsoft Office software (Excel, PowerPoint, Word, Outlook).

Candidates must submit resumes detailing relevant knowledge, skills, ability and experience no later than 4:30PM on December 31, 2018. Resumes may be mailed to PO Box 164, Skippack, PA 19474 or dropped off in person to 4089 Heckler Road, Skippack, PA 19474. Please no phone calls.