

Grand Rapids Charter Township
Job Opportunity: Receptionist/Administrative Assistant
12/06/22

Grand Rapids Township is searching for the right individual to be our **Receptionist/Administrative Assistant**. The applicant 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, preparing tax deposits, assisting with tax disbursements, and processing accounts payable invoices. 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 Monday, Thursday, and Friday from 8 am to 5 pm each day.

Stop in the township for an application or find it at www.grandrapidstwp.org by clicking *Reference Desk*, then *Employment Application*. Completed applications should be directed to Sue Cady, Office Manager, 1836 East Beltline NE, Grand Rapids MI 49525 or scady@grandrapidstwp.org.