



# JOB OPPORTUNITIES

**RESPOND BY: December 9, 2016**

**HRO  
Cheltenham Township  
Administration Building  
8230 Old York Road  
Elkins Park, PA 19027**

**ADMINISTRATIVE COORDINATOR, F/T NON-EXEMPT (\$50,814 + Benefits)** – Cheltenham Township is seeking a highly organized, detail-oriented individual with excellent communication and interpersonal skills to provide administrative and project support work to the Township Manager, Assistant Township Manager and Administrative staff. Duties include, but are not limited to: organizing and maintaining office correspondence, files and records; reconciling bills; creating and maintaining spreadsheets and databases; taking and transcribing minutes for required monthly night meetings; helping to manage and prepare grant applications and providing general clerical, administrative and project support as assigned. Must have a high school diploma or equivalent; minimum of 3-4 years clerical experience (preferably in the public sector); proficiency in Microsoft Office (including Word, Outlook, Excel, and PowerPoint) and the Internet; the ability to take and transcribe dictation. Must possess good analytical, organization and written and oral communication skills, be highly organized and detail-oriented. Must be able to attend night meetings and reside in the Township or in an approved community. EOE, ADA.

To apply for this position complete an application in person at the Cheltenham Township Administration building located at the above address.

**EQUAL OPPORTUNITY EMPLOYER**