



JOB OPPORTUNITIES

RESPOND BY: December 9, 2016

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

ADMINISTRATIVE ASSISTANT, F/T NON-EXEMPT (\$44,025.00 + Benefits) Cheltenham Township is seeking a competent individual with excellent communication and interpersonal skills to work 8:00 am to 4:30 pm, Monday-Friday as an Administrative Assistant to the Director of Human Resources and Fire Marshal. Duties include, but are not limited to organizing and maintaining office correspondence; files; records, reconciliation of bills, spread sheets, taking and transcribing minutes for required monthly night meetings and providing any other clerical support as assigned. Must have a high school diploma or equivalent; minimum of 3-4 years clerical experience in Human Resources and applicable employment regulations and practices; working knowledge of Microsoft Office; ability to type at least 60 wpm; ability to take and transcribe dictation; proficient in Access, Outlook and Excel; public administration experience is a plus; 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