



Part-Time Norwich Township Administrative Assistant

Where: Joint Safety Service Building

5181 Northwest Parkway, Hilliard, Ohio 43026

Reports to the Township Administrator

Job Class: At Will

Pay Type: Hourly, Overtime Applicable

Pay: \$12.00 per hour

Schedule: Flexible (Coverage for vacation and sick leave) Average four weeks a year

Monday – Friday, 8:00 am – 4:30 pm

### **Summary**

Under the general supervision of the Township Administrator, the Part-Time Administrative Assistant is responsible for performing clerical support for the Township office including; answering telephones, greeting visitors, typing, and filing.

### **Job Functions**

Maintain administrative workflow

Greet visitors and answer incoming calls

Responsible for filing office correspondence and record keeping

Receive, sort, and distribute incoming mail

Accept complaints from citizens and forward to the appropriate personnel

Coordinate and schedule Township meeting rooms

Perform light hospitality when necessary, coffee, water, order food

Perform other related duties as directed

### **Desirable Knowledge, Skills, and Abilities**

Ability to establish and maintain an effective working relationship with Township Officials, supervisory personnel, Fire Department, Township employees, and the general public

Prior related business experience preferred

Ability to maintain files and records efficiently

Ability to communicate effectively both written and orally

Knowledge of standard office equipment

### **Physical Demands**

Regularly required to sit

Occasionally required to stand and walk

Occasionally lift and move up to 10 pounds

Specific vision abilities include close vision, distance vision, and ability to adjust focus

Submit resumes to [jobopportunity@norwichtownship.org](mailto:jobopportunity@norwichtownship.org) by 4:30 pm on May 18, 2018.