

**WHITEFORD TOWNSHIP**  
**OFFICE ASSISTANT (Part-Time)**

**Position:**

Employee shall be employed by Whiteford Township as a part-time Office Assistant in the Whiteford Township offices, and shall report directly to the Clerk's office.

**Responsibilities:**

Employee shall be responsible for the following:

- Answering phone calls and direct calls as required
- Maintain filing and storage in the office
- Greet public and direct them to appropriate offices
- Assist with permits and documentation
- Assist with cemetery records
- Assist with general elections

**Requirements:**

Employee shall meet the following requirements:

- Experience in an office/administrative capacity
- Experience working with the public (customer service preferred)
- Experience with computers and internet
- Proficient in Microsoft Office
- Self-starter and capable of working on their own
- Pleasant, friendly disposition
- Strong interpersonal communication skills
- High School diploma (college degree preferred)

**Salary/Hours:**

Employee shall be paid \$12.00/hour working 19 hours a week, Monday through Thursday 10:00 a.m. – 2:00 p.m., and Friday 10:00 a.m. – 1:00 p.m. (Hours may vary to accommodate office schedule.) Compensation shall be paid pursuant to Whiteford Township's standard compensation policy and less all federal, state and local withholdings. Employee's compensation shall be reviewed periodically and agreed upon by the employee and Whiteford Township.

**Benefits:**

Employee is **not** entitled to any paid vacation days, health care insurance or retirement plan.

To apply, send resume to:

Angela Christensen, Clerk  
Whiteford Township  
8000 Yankee Road, Suite 100  
Ottawa Lake, MI 49267

Or email to: [whitefordtwpclerk@bex.net](mailto:whitefordtwpclerk@bex.net)