

FULL-TIME ADMINISTRATIVE ASSISTANT

West Earl Township is seeking a full-time Administrative Assistant for the Municipal Office located in Brownstown, PA. Along with normal office duties, the successful applicant will be responsible for posting utility payments to accounts, preparing utility and streetlight/hydrant invoices, park facility reservations, compile quarterly newsletter, data entry, answer phones, purchase office supplies and other tasks as assigned. The applicant must be proficient in Microsoft Office Suite with knowledge of administrative and clerical procedures. Must possess a valid PA Driver's License and high school diploma or equivalent. This position offers an excellent benefits package.

Qualified applicants are invited to submit a resume and application for employment at the West Earl Township Office located at 157 West Metzler Road in Brownstown, between the hours of 7:30AM to 4:00 PM, Monday through Friday. Resumes may be e-mailed to manager@WestEarlTwp.org with "ADMIN" in the subject. West Earl Township is an equal opportunity employer.