

# Administrative Assistant

## Township of Schuylkill, PA

Schuylkill Township, a 2<sup>nd</sup> Class Township located in Chester County, PA is seeking a highly organized, motivated, and self-starting individual to serve as Administrative Assistant. Candidates will be responsible for a variety of complex and confidential duties in support of the Township Manager.

Candidates shall exercise good professional judgment with the ability to accomplish assigned administrative tasks with minimal supervision. Ability to communicate clearly and concisely, both orally and in writing with strong positive customer service skills are a must. The candidates shall have experience working with Microsoft Office products. Experience with payroll and benefits administration is preferred. This position may require occasional attendance at Township meetings, which are scheduled outside of normal business hours.

The successful candidate must have the proficiency to learn new concepts and ideas concerning local government; and be able to effectively multitask, organize, complete, and evaluate technical assignments. Competitive salary range and excellent employer-paid benefits package. Actual salary to be based on qualifications/experience.

### Required Qualifications:

- High School Diploma or GED required; Associate's or Bachelor's Degree is preferred.
- 3-5 years of experience working as an administrative assistant in a fast-paced environment; local government administration preferred.
- Excellent oral and written communication skills and proficiency in Microsoft Excel, Word, Outlook, PowerPoint, and Internet applications required. Social media and website administration a plus.
- Must possess a valid Pennsylvania Class C Driver's License.

Interested persons should submit a cover letter, resume, and references to Laurie Getz, Assistant Township Manager, Schuylkill Township, 111 Valley Park Road, Phoenixville, PA 19460, [asstmgr@schuylkilltp.org](mailto:asstmgr@schuylkilltp.org). Email submissions should indicate a subject line of "Application – Administrative Assistant." A Schuylkill Township Application for Employment will be required upon further review. Position open until filled. Equal opportunity employer.