

Part-Time Administrative Assistant

Department: Finance

Location: Deerfield Township, Warren County, Ohio

Pay: \$20.33/hour

Schedule:

Mon–Thurs: 10:00 a.m.–2:00 p.m.

Every other Friday: 7:00 a.m.–3:30 p.m.

Deerfield Township is seeking a reliable and organized Part-Time Administrative Assistant to provide administrative and clerical support to Township staff.

Responsibilities Include:

- Answering phones and assisting residents and visitors
- Providing general clerical and administrative support
- Assisting with meetings, programs, and special events
- Processing zoning applications and payments
- Preparing meeting minutes
- Coordinating facility supplies and vendor services

Qualifications:

- High School Diploma or equivalent
- Strong communication and organizational skills
- Public sector experience preferred

To apply, submit a cover letter, resume, and application to:

Alicia Hamann, HR Specialist
4900 Parkway Drive, Suite 150
Mason, OH 45040

Visit www.ChooseDeerfield.com (Job Openings) for full details.

Position open until filled. EOE.