

# **Job Opening**

## **Assistant Secretary Position**

**The job is available for immediate placement.**

We are looking for someone to fill the position of Assistant Secretary.

If you, or someone you know is interested, please submit a resume to 2401 Delta Road, Bay City, MI 48706 or call the township office at 989-686-5300.

The assistant secretary position consists of phone answering, working with Word and Excel documents, copying documents, working with the Fire Department on incident billings, tasks assigned by the Officials, as well as other miscellaneous tasks.

This job opportunity is approximately 31 hours per week. The work hours are Monday, Tuesday, Thursday, and Friday from 8:15 a.m. to 4:00 p.m. The office is closed on Wednesday's.