

# **FRANKENLUST TOWNSHIP**

## **JOB OPENING**

### **SECRETARY POSITION**

### **AVAILABLE FOR IMMEDIATE PLACEMENT**

Frankenlust Township is looking for someone to fill the position of Assistant Secretary. If you or someone you know is interested, please submit a resume:

- Email to:
  - [treasurer@frankenlust.com](mailto:treasurer@frankenlust.com)
  - [clerk@frankenlust.com](mailto:clerk@frankenlust.com)
  - [adminasst@frankenlust.com](mailto:adminasst@frankenlust.com)
- In person or mail to:
  - 2401 Delta Rd. Bay City, MI 48706

The Secretary position consists of professionalism, answering the phone and greeting the residents/public. Skills in communication, organization, time management, and attention to detail are required. Other duties include website updates, posting publications, and various tasks assigned by the Township Officials. Problem solving and experience in Word and Excel are requirements. Business casual is the office dress code.

Office is open from 8:30 AM to 4:00 PM, Monday through Thursday. The office is closed on Fridays. The secretary's hours are 8:15 AM (opening the office) to 4:00 PM.