



Service Department Administrative Assistant

Miami Township, Clermont County, Ohio is accepting resumes for the full-time position of Administrative Assistant. This position reports to the Township Service Director. Primary responsibilities include speaking with residents and contractors, answering phones, processing payroll and invoices for payment, assist Service Director with monthly reports, process cemetery deeds, and various other duties. Must be comfortable interacting with residents and contractors who come to our offices for queries. Must be adept at fielding requests for service and concerns from, and providing first-class customer service to, our residents and business community.

A high school diploma or equivalent is required; an Associate's Degree in organizational or office management is preferred. Five years of progressively responsible administrative assistant experience is required. Experience with customer service and records management at a local government or public school district is preferred. This position is hourly with an anticipated salary range of \$19.00 - \$20.00 per hour. Job description is available online at www.miamitwpoh.gov . Send resume and cover letter to: Administrative Assistant job search, Miami Township, 6007 Meijer Drive, Milford, OH 45150 by 4:00 p.m. March 22, 2018. Miami Township is an equal opportunity employer and a drug/alcohol free workplace.