



## ***Township of Northfield***

### **Administrative Assistant/Receptionist Part-time**

#### **Overview**

Apply your strong attention to detail, excellent communication skills, and proven ability to multitask to this support and customer service position with a variety of responsibilities. You will be providing service to residents of Northfield Township and assisting staff in all departments to ensure the highest level of organization and order are maintained in our fast-paced office.

#### **Responsibilities:**

- Answer telephones
- Reception and counter service
- Dial-a-Ride
- Passport agent, passport inventory and upkeep
- Handicap placards and inventory
- Vehicle stickers
- RTA passes
- Archived documents organized and managed in compliance with government record-keeping requirements
- Office supplies, inventory and equipment
- Mailings/postal drop-offs
- Other duties as required

#### **Requirements:**

- Outstanding customer service and pleasant manner with customers and coworkers
- Calm demeanor during busy times
- Ability to multi-task efficiently
- Strong organizational skills, with proven experience prioritizing work and coordinating several duties at one time
- Proficient knowledge of Microsoft Office
- Team player with the ability to complete assignments under limited supervision within short time frames
- Energetic

**Hours: Monday, Wednesday, Thursday, Friday 10:30AM – 2:30PM and occasional fill-in hours. Hourly rate: \$15**

**If interested, please email your resume to: [mwilson@twp.northfield.il.us](mailto:mwilson@twp.northfield.il.us)**

**EOE**