



Township of Northfield

Pantry and Administrative Assistant/Receptionist Temporary Part-time

Overview

Looking for a candidate with strong attention to detail, excellent communication skills, and proven ability to multitask and provide support and customer service in the Northfield Township Government office.

Assistant to Pantry Coordinator:

- Pantry telephone calls and taking orders
- Volunteer management
- Managing pantry food orders and deliveries
- Assist with pantry thank you letters and mailings
- Other duties as required

Administrative:

- Answer telephones
- Reception and counter service
- Appointment scheduling
- Dial-a-Ride orders
- Mailings/postal drop-offs
- Other duties as required

Requirements:

- Outstanding customer service and positive and professional manner with customers and coworkers
- Strong organizational skills, with proven ability prioritizing work and coordinating several duties at one time
- Proficient knowledge of Microsoft Office
- Team player with the ability to complete assignments with limited supervision within short time frames

Hours: Monday, Tuesday, Thursday 9:00AM – 3:00PM and occasional fill-in hours.

If interested, please email your resume to: mwilson@twp.northfield.il.us