

ARLINGTON TOWNSHIP
JOB OPENING FOR OFFICE MANAGER

Arlington Township is looking to hire an Office Manager to start as quickly as possible. Letters of interest, resumes, and supporting materials should be sent to Mike Koshar at supervisor@arlingtontownship.com. The deadline is May 31, 2021. Candidates should note the following:

This position is intended to be 20-30 hours per week but may require additional time as needed by the Township. The key qualities for this position are:

- a. Organizational skills.
- b. Proficiency with the Microsoft Office Suite, Adobe, and Quick Books software.
- c. Interpersonal skills for communications with the public, as well as Township Trustees, Planning Commission members and Staff.
- d. Integrity.
- e. Availability to attend 2-4 evening meetings per month, and take and process minutes for the meetings.
- f. The willingness to engage in training as directed by the Township.

Prior experience in local government is a plus.