

Williams Township is seeking a Part Time individual to work in the office 10 to 24 hours a week or on an as needed basis. This candidate would be responsible for providing administrative and receptionist support in the Administrative office. Candidates will need to provide friendly customer service on the phone and at the front desk as well as being well versed in using office equipment and have general knowledge of computer software.

Interested parties should send a resume to the Township Manager Melody Ernst at mernst@williamstwp.org no later than noon on August 30, 2024.