

# Township Administrative Assistant

## Job Summary

The Township Administrative Assistant answers phones, greets visitors and citizens, and directs them to appropriate Township resources. Provides administrative support to the Township Superintendent.

To be successful in this role, the Administrative Assistant should be efficient, proactive, able to multi-task, meet deadlines and communicate effectively. The ability to be a resourceful, organized problem-solver is essential to this position. Our ideal candidate also has previous experience as an Administrative Assistant or Secretary and is familiar with office management technologies. The Administrative Assistant should be able to identify and address the needs of senior management and perform administrative tasks to ensure the Township Administrative office runs smoothly.

This is a part-time position and the hours are 9:00 AM to 4:00 PM Monday through Thursday. The rate of pay is \$14.00 per hour. The Administrative Assistant will report to the Township Superintendent.

## General Accountabilities

- Maintains a professional image and performs duties in a courteous, friendly manner, and exhibits excellent customer service
  - Receives and screens phone calls
  - Handles and prioritizes all outgoing and incoming correspondence (written and email)
  - Maintains electronic and paper records, ensuring information is organized and easily accessible
  - Assists with preparation of presentations or reports
  - Prepares agendas and assists with meeting planning
  - Monitors office supplies and places orders as needed
  - Implements and monitors programs or protocols as directed by management
- \*The Township reserves the right to add or change duties at any time.*

## Job Qualifications

- Education: Bachelor's Degree desired; Associate's degree with additional years of experience would be considered.
- Experience: one to two years of experience in a professional office setting.

## Skills

- Integrity and confidentiality
- Excellent verbal and written communication
- Proficiency in Microsoft Office software (Outlook, Word, Excel, PowerPoint)
- Knowledge of office management and ordering of supplies
- Excellent judgement and decision making
- Customer service orientation and social perceptiveness
- Excellent organizational and time-management skills, with a dedication to completing projects in a timely manner
- Ability to analyze and revise operating practices to improve efficiency
- Detail-oriented and comfortable working in a fast-paced environment



**Charter Township of Royal Oak**

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