

Hamlin Township, Mason County, MI

Job Posting: Office Manager

General Summary

Hamlin Township, Mason County, MI is seeking to fill the full-time position of Office Manager. The position will be Monday-Friday from 8:00 am to 4:30 pm and scheduled evenings.

The Office Manager is responsible for the day-to-day operations of the office. The office manager will keep the office running in an orderly, helpful and friendly manner while providing information and guidance to residents.

Duties will include but not limited to:

1. Receptionist at front desk
2. Mail processing
3. Creating reports and letters
4. Producing and collating copies
5. Filing, scanning and using correct file maintenance procedures
6. Maintenance and ordering of office supplies, equipment, petty cash fund and Township fees
7. Scheduling hall rentals
8. Prepare receipt summary each Friday – Forward to Supervisor with a copy of each receipt weekly
9. Coordinate schedule with Custodian on monthly township activities
10. Act as Recording Clerk

Required Minimum Qualifications

The successful candidate will have the following minimum education and experience.

1. A high school or GED is required.
2. Experience with Windows Office.
3. Experience in an office setting performing administrative and/or office management duties.
4. Ability to work independently and excellent communication skills.

Necessary Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Knowledge of general office operations and administrative and clerical procedures and practices.
2. Strong desire to learn the services, organizational structure, and general municipal operations to effectively direct and assist the public.
3. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.

4. Skill in the use of office equipment and technology, including computers and other related software, and the ability to master new technologies.
5. Ability to establish and maintain effective working relationships and use good judgment, resourcefulness when dealing with fellow township members, professional contacts, community leaders, media, and the public.
6. Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This Description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given. Non-statutory duties may also be added to the position.

Salary and Benefits

This position is an hourly paid position at \$15.00 per hour. The Township provides a benefits package which includes health, vision and retirement along with vacation, sick, personal leave and paid holidays.

How to Apply

Applications will be received until 12:00 pm December 20, 2024.

Interviews will be held in the Hamlin Township Board of Trustee meeting December 23, 2024 at 6:00 pm at the Hamlin Township Hall - 3775 N. Jebavy Dr. Ludington, MI 49431.

Interested applicants can submit a cover letter, resume and references to:
hamlinsupervisor1861@gmail.com

Questions can be directed to: Township Supervisor: Marta Greenslait at 231-794-9272.

Hamlin Township is an Equal Opportunity Employer