

## Belvidere Township

<b>Job Title:</b>	Township Secretary/admin assistant	<b>Report TO:</b>	Treasurer
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>	Six Lakes, MI	<b>Travel Required:</b>	No, maybe for training
<b>Level/Salary Range:</b>	\$15 per hour	<b>Position Type:</b>	Part-time, Monday, Tuesday, Wednesday From 9am to 1pm
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> Fax number or Email Subject Line:		<b>MAIL:</b> BELVIDERE TOWNSHIP PO BOX 144 107 VESTA STREET SIX LAKES, MI 48886	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>As administrative support in order to optimize workflow procedures in the township office. You will assist colleagues and Township Board members by supporting them with distributing information. You will be the point of reference for queries, requests or issues and will be an integral part of the township workforce.</p> <ol style="list-style-type: none"> <li>1. Answer phone calls and redirect when necessary</li> <li>2. Manage the daily/weekly/monthly agenda and arrange new meeting meetings and appointments.</li> <li>3. Prepare and disseminate correspondence, memos, and forms.</li> <li>4. File and updates contact information</li> <li>5. Rents out Gym and other spaces</li> <li>6. When supplies are needed make sure they are ordered</li> </ol> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>High school degree - Recommended                  Excellent written and verbal communication skills</p> <p><b>BENEFICIAL SKILL</b></p> <p>Software: Microsoft word, excel, QuickBooks and Adobe.</p> <p><b>ADDITIONAL NOTES</b></p> <p>Attend Monthly meetings</p>			
<b>Reviewed By:</b>	Name	<b>Date:</b>	Date

**Belvidere Township**

Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time