

MUNICIPALITY OF PENN HILLS

Municipality of Penn Hills is seeking applicants for Part-Time Administrative Assistant/Receptionist. This position's primary responsibility is to serve as a receptionist in the Municipal Manager's office, perform clerical functions and assist the Municipal Manager's staff. Previous experience in a professional office setting and experience with MS Office software is mandatory. Base rate of pay is \$15 per hour. A Penn Hills resident is strongly preferred. Applications will be received until Monday, October 8, 2018.

Applicants should submit a resume, cover letter and work history to: Municipality of Penn Hills, attn: Municipal Manager, 102 Duff Road, Penn Hills, PA 15235. Penn Hills is an Equal Opportunity Employer.

1t/9/19/2018