

# HIRING

## Executive Administrative Assistant

The offices of Dexter Township are seeking a self-starter with interest in Township Government. Reporting directly to the Executive Committee to assist in supporting our governmental offices, township residents and staff.

Core duties and responsibilities include but are not limited to:

Interface with Township residents and coordinate concerns appropriately.

Prepare communication documents

Coordinate and prepare monthly board packets

Assist with maintaining the Township Communications via Public including website, Facebook, email systems, etc.

Project research, tracking and /or management for multiple projects as assigned.

General office duties: answering phones, greeting visitors, scheduling, preparing request for proposals, record maintenance (electronic and paper), facility management oversight, assist with Freedom of Information Act requests, publication of hearings, meeting, publications, interface with vendors and more.

This position is not limited to these responsibilities. Other duties can be assigned.

### Desired Skill Set:

Basic accounting knowledge or ability to manage accounting software.

High functioning organizational skills.

Ability to multitask.

Independent decision making.

Excellent Communication including listening, speaking, and writing skills.

Inclusive Team Building Skills.

Ability to oversee project management.

Excellent computer skills including word, excel, adobe and outlook.

### Education and Work Experience Qualifications Preferred

Associate's degree, BA preferred in Business, Management or Accounting

Minimum of 5 years work experience in Government or other fast paced office setting.

Verifiable References must be provided.

Benefits include: PTO, Health Insurance, Life Insurance, Disability Insurance and Retirement

Starting at 4 days a week and moving up to 5 days a week after temporary period. Salary range \$45,000 to \$60,000