



117 High Street
Grand Blanc, MI
48439

Administrative: 810.694.6111
Fax: 810.694.9151
Office: 810.694.7211

Job Posting

The Grand Blanc Fire Department is dedicated to mitigate the effects of emergencies, as we continue to improve and grow to meet our community needs. The Fire Department staff enjoys the opportunity to make a difference in the community every day.

Position: Part Time Administrative Assistant

Salary Range: \$14.00 per hour

Hours Worked: 24 hours weekly, Monday through Friday

The Administrative Assistant is responsible for all secretarial duties for the Grand Blanc Fire Department. This position also provides secretarial services for the Fire Chief, Deputy Chiefs, and Fire Inspector. This person must have the ability to solve problems in office procedures and assists in accomplishing routine business. The employee is required to have thorough knowledge of department rules, policies and procedures, and is responsible for applying this knowledge independently when dealing with the public and employees of the department.

Successful Candidates will have:

- Skills in the use of a personal computers and Microsoft Office software products
- Three to five years of competent secretarial / administrative support experience
- Ability to prepare and maintain accurate documents and reports
- Ability to type 60 words per minute
- Knowledge of accounting and budgeting practices

How to Apply:

For more information visit: http://www.twp.grandblanc.mi.us/i_want-to/employment/index.php

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resource Generalist; Collen Niedzwiecki at hr@twp.grand-blanc.mi.us

While we sincerely appreciate all applicants, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit to drug screen and background check per Township Policy. Grand Blanc Township is an equal opportunity employer.

Robert Burdette
Fire Chief

Kent A. Maricle
Deputy Chief