

CHARTER TOWNSHIP OF GRAND BLANC

5371 South Saginaw Street P.O. Box 1833 Grand Blanc, MI 48480-0057
810-424-2600 Fax 810-694-2881
www.twp.grand-blanc.mi.us

Position: Administrative Assistant
Department of Parks and Recreation – Senior Center

Summary

The Charter Township of Grand Blanc is accepting applications for the position of Administrative Assistant for the Department of Parks and Recreation, Senior Center. Work hours are normally up to 29 hours per week with a pay rate \$12.00/hr.

Responsibilities include by are not limited to:

- General clerical work.
- Assists Senior Center Coordinator with daily activities.
- First point of contact for walk-in customers and phone in customers.
- Monitors company email and responds to inquiries or redirects to appropriate person.
- Assist with special events as requested by Senior Center Coordinator.
- Process financial transactions for memberships, classes and fees.
- Schedule and facilitate facility rentals.
- Assists with programming for seniors.
- Facilitates transactions for meals from GCCARD Commodities Food Program.
- Maintain CPR, AED and First Aid Certifications
- Additional duties as assigned.

Applicant Requirement/Skills:

- Knowledge of modern office principles, practices and equipment.
- Knowledge and understanding of the Rec Desk Program
- Knowledge and understanding of the My Senior Center Program
- Skilled in the use of computers including experience with all Microsoft Office products.
- Ability to prepare and maintain accurate documents and reports, with attention to detail.
- Well-developed organizational skills.
- Current Tuberculosis Screening
- Successfully pass a drug test and a criminal background check.

Education and Experience:

- Minimum of High School Education
- General Office Experience

Interested applicants should email a completed employment application and copy of resume to Hr@twp.grand-blanc.mi.us or mail to:

Grand Blanc Township
Attn: Human Resources
PO Box 1833
Grand Blanc MI, 48439

For a copy of the employment application form, please visit our web site at: http://www.twp.grand-blanc.mi.us/i_want_to/employment/index.php

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THE CHARTER TOWNSHIP OF GRAND BLANC IS AN EQUAL OPPORTUNITY EMPLOYER.