



Employment Opportunity

Hanover Township, Lehigh County
2202 Grove Road
Allentown, PA 18109
(610) 264-1069

PART TIME RECEPTIONIST

Hanover Township, Lehigh County is seeking dependable, personable and motivated applicants to join our team and fill the position of receptionist. The receptionist must have a professional appearance as the position is responsible for serving visitors by greeting, welcoming, and directing them appropriately (in person and on the phone). The position is also expected to perform administrative duties including document filing & management, record keeping and supply orders as well as providing typing and other clerical duties for the various departments and committees. Candidates should have excellent communication skills (written and verbal). The candidate must also be comfortable interacting with the general public, have knowledge of Business English, spelling and general clerical processes. The position requires considerable skill in typing as well as computer skills in the Microsoft Office Suite. Must have HS Diploma, or equivalent. Candidates are subject to pre-employment drug test and physical (if employed). This is a part time position 5.5 to 6 hours per day, as such no benefits are offered other than a pension contribution. Hourly wage \$12.50 to \$14.50 depending on qualifications and experience.

- Applications will not be accepted through email or online.
- Application forms are available on the Township website: www.Hanleco.org or in person at the Municipal Building.
- Application must be submitted in person by **August 19, 2019 3:00 p.m.**
- Address: Hanover Township, Lehigh County Municipal Building
2202 Grove Road, Allentown, PA 18109.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, and disability, marital or parental status, or protected veteran status.

EQUAL OPPORTUNITY EMPLOYER

April 3, 2019

HANOVER TOWNSHIP, LEHIGH COUNTY

RECEPTIONIST (PART TIME)

PRIMARY FUNCTION

Serves visitors by greeting, welcoming, and directing them appropriately, in person and on the phone. Notifies personnel of visitor arrival. Performs administrative duties including document filing and management. Provides typing and other clerical duties for the various departments and committees.

SOURCE

The Receptionist reports directly to the Township Manager.

DIRECTION OF OTHERS

Responsible for own work only.

JOB RESPONSIBILITIES

1. Receives office visitors and answers telephone calls, refers callers to proper personnel, records complaints, and responds to routine questions by providing the appropriate information.
2. Directs visitors by maintaining employee and department directories; giving instructions.
3. Maintains security by following procedures; monitoring logbook; issuing visitor badges.
4. Maintains safe and clean reception area by complying with procedures, rules, and regulations.
5. Assists the Zoning Officer with records and permits.
6. Manages departmental documents. This includes creating files, filing documents electronically and manually, and utilization of the Township's property management software.
7. Contributes to team effort by accomplishing related results as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Employee is in regular contact with the public and when necessary receives payment for permits, bills and taxes and forwards complaints to the Township Manager.

2. Knowledge of Business English, spelling and general clerical processes.
3. Knowledge of the format and procedures to be followed in the typing of reports, bills, Resolutions and Ordinances.
4. Considerable skill in typing. Ability to type forms, bills, reports, and to perform other general clerical tasks.
5. Ability to receive and handle complaints effectively and tactfully.
6. Ability to establish and maintain effective working relationships with other employees.
7. Computer skills are a necessary job function. Primarily Microsoft Word, Excel and Powerpoint as well as Adobe and Outlook.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Education equivalent to graduation from high school. Two years of additional schooling (Business School, Business College, etc.) preferred.