

Carlisle Borough

Part-Time Receptionist Finance Department (Pay Rate \$11.25hr)

Answers phone and greets citizens. Displays courtesy to both internal and external customers. Maintains confidentiality. Should be computer literate and have Microsoft Office skills and data entry experience. Performs cashier related transactions, and assists in various clerical assignments associated with Borough business.

20-30 hours per week. 4-5 hours per day.

Please see Borough website for detailed job descriptions. www.carlislepa.org.

Send cover letter and resume to HR Manager, 53 W. South Street, Carlisle, PA 17013 by March 2, 2018, or email to Tom Hamilton. thamilton@carlislepa.org.