

Administrative Assistant – Township of Lower Swatara

The Township of Lower Swatara is seeking an Administrative Assistant.

Lower Swatara Township serves just under 10,000 citizens covering an area of 14 square miles. The Township of Lower Swatara is a first-class township with a five-member Board of Commissioners and is located within Dauphin County.

The Administrative Assistant position is a full-time hourly position, reporting to the Township Manager offering competitive wages & benefits.

Candidates must possess knowledge and skill in modern business communication, including style and format of letters, spreadsheets, memoranda, minutes and report telephone communications, office equipment and record keeping, filing, archiving and protection of documents and data.

To see full job description please see the township website www.lowerawatara.org.

This position is covered under the collective bargaining unit.

Applicants can apply online to zborder@lowerawatara.org or by mail to Township Manager, Lower Swatara Township, 1499 Spring Garden Drive, Middletown, PA 17057.

Expressions of interest including resumes and a list of three to five references must be received by June 21, 2024.

We are an equal opportunity employer.