

BOROUGH OF NEW CUMBERLAND

Administrative Assistant- Front Office

The Borough is seeking to fill the position of Administrative Assistant to the Manager. The position is tasked with handling front office duties, assisting manager with Council relations and communications. This position is responsible to perform duties assigned by the supervisor/manager.

Primary hours of operation for the department is from 8:30am to 4:30pm M-F. Position requires a HS or equivalent diploma, experience in a public office setting, customer relations, writing capabilities, organization/filing skills and book-keeping skills. Position is subject to a hiring screening process including a drug test.

Compensation will take into consideration experience in public environment and other skills desired for this position. Starting salary is negotiable with experience in the Borough's hiring range. Please state desired starting salary in your application. The position will be filled as soon as possible. Please obtain/complete an application at the Borough office at 1120 Market St., New Cumberland, PA 17050.

Borough office hours are from 8:30-4:30 and phone number is 717-774-0404. Borough is an equal opportunity employer.