

**TOWNSHIP OF TAYMOUTH
RECEPTIONIST**

The Township of Taymouth is currently accepting applications for the following part-time Employment Opportunity: Receptionist.

Summary of job duties: Performs duties delegated to him/her by the Supervisor, Clerk, and/or Treasurer. Duties include answering phones, computer related activities, filing, communication with public, other duties may include assisting building departments facility rentals, distributing mail, as well as other activities that may be required of position.

Qualifications: High school diploma or GED, Bachelor's Degree preferred but, not required ability to type 50 WPM or rate sufficient to perform duties, combination of training and experience equivalent to two years of progressively more responsible clerical and secretarial is preferred.

Hours: Wednesday 9a – 1p
Thursday 9a - 5p (12p -12:30p lunch)
Friday 7a - 3p (12p . 12:30p lunch)

Additional hours may be required for training and subject to change.

Hourly Wage: \$13.00 per hour, after 90 days probationary period, \$14.00 per hour

To apply: Application and full job description available at Taymouth Township office. Please send application, cover letter, and resume to:

**Taymouth Township Office
Attn: Supervisor
4343 Birch Run Road
Birch Run, MI 48415**

Application Deadline: November 14, 2025

Taymouth Township is an Equal Opportunity Employer