



CHARTER TOWNSHIP OF WHITE LAKE

JOB POSTING BUILDING SECRETARY

Applications are being accepted for the **Secretary** position in the **Building Department**. The annual salary range is \$57,289 - \$61,308 and includes generous health insurance benefits, including dental and optical insurance, paid time off, and holidays. The Township also belongs to the MERS defined benefit pension plan. This is a full-time, non-exempt position in the Building Department.

This position will be under the supervision of the Building Official. An employee in this classification performs a variety of administrative support functions within the building division and other departments as assigned. Employees are responsible for supporting the daily activities of the division, including administrative support for building permit operations and services.

This position requires two or more years of customer service in an office environment or working with the public. Strong oral and written communication skills are necessary. Proficiency in Excel, MS Word, and Outlook required. A high school diploma or equivalent is required.

To apply, send a cover letter, resume, and application to White Lake Township Attn: Human Resources at 7525 Highland Rd. White Lake, MI 48383.

Applications and a complete job description can be found on the White Lake Township Web Site: <https://www.whitelaketwp.com/jobs>.

White Lake is an equal opportunity employer – M/F/D/V.

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