

**CHARTER TOWNSHIP OF WHITE LAKE**

**JOB POSTING  
SUPERVISOR'S OFFICE  
SECRETARY**

The Charter Township of White Lake is accepting applications for a full-time Secretary in the Supervisor's office. This employee performs a variety of functions to support the daily activities of the department including administrative support and community outreach functions for the office of Township Supervisor.

The Secretary will provide customer service to residents and customers, assisting residents and business owners with a wide variety of inquiries. This position will assist with office support, community events, newsletters, and social media in addition to networking with local businesses.

Two or more years of customer service in an office environment or working with the public is required. Strong oral, written and interpersonal skills and demonstrated organizational skills are also required. Familiarity with the principles of record keeping, document imaging, and social media is preferred. The salary range for this position is \$46,114 – \$49,392 plus benefits.

Applications may be obtained from the White Lake Township website at <https://www.whitelaketwp.com/jobs> or from Human Resources (248) 698-3300 Ext. 113.

**Application deadline is Monday, June 14<sup>th</sup> by 4 P.M.** Applications and resumes must be submitted to Human Resources. Submit Cover letter and resume to White Lake Township, Human Resources 7525 Highland Rd, White Lake, Michigan 48383

White Lake Township is an Equal Opportunity Employer – F/M/D/V

Posted 06/03/2021