

**SOUTH LONDONDERRY TOWNSHIP**  
**Administrative Assistant – Part-time**

**Job Description -**

This part-time position provides a variety of administrative, clerical, and technical support to the front office at South Londonderry Township. Responsibilities include assisting Township employees with data entry for payroll and benefits administration; ordering and maintaining supplies; oversight and processing of the P-card; records retention coordinator; answering telephones; opening mail; assisting residents and other walk-ins.

**Primary Responsibilities:**

- Assists Township employees with benefits administration (Medical, Pension, Workers Comp, Unemployment, etc.)
- Orders and maintain office supplies, the postage meter and coordinates P-card
- Code all invoices to the appropriate budget line for checks to be cut in a timely fashion.
- Inputs bi-weekly payroll and coordinates bank deposits
- Maintains the Township's archives and serves as the record retention coordinator (IE: Minutes, ordinances, resolutions, timesheets, etc.)
- Assists with Zoning, Permitting, Planning and Code compliance when necessary
- Serves as back-up to Municipal Sewer Authority support

**Effective communication, organizational, and customer service skills:**

- Ability to communicate effectively both oral and written skills.
- Organized, detail oriented, ability to maintain accurate files, etc.
- Able to effectively address resident's inquiries in a logical manner, while maintaining good relationships and excellent customer service skills.
- Ability to develop strong relationships with Board members, contractors, local townships, vendors, residents, etc.
- Must possess a positive attitude and be sensitive to confidential matters.

Performs all other duties as may be required and/or assigned by the Manager and/or Board of Supervisors and is considered an at-will employee.

**QUALIFICATIONS -**

- High School graduate with prior work experience in Human Resources, Payroll, and/or Accounting is preferred.
- Valid Pennsylvania Driver's License
- Skilled with utilizing Microsoft Office (Word, Excel, etc.) software packages.
- Must be available for continuing education.

**SCHEDULE-** Flexible 30 hour a week, 12 month a year part-time role