



EAST GOSHEN TOWNSHIP

Front Desk Administrator/Receptionist

East Goshen Township, Chester County (population 18,410), a Second Class Township, is seeking applications for a highly motivated Front Desk Administrator.

Job Description:

This is a skilled clerical position and the employee interacts with the public on a regular basis via the phone or in person. This employee performs other assigned duties.

Hours per week: 40 hours, full-time.

FLSA Status: Non-exempt, Full-time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Front Desk Administrator's primary responsibilities are two-fold:

1) Front-desk and telephone coverage:

- Directs incoming calls and visitors to the appropriate individuals
- Provides guidance to residents on routine matters
- Collects and distributes items and payments to and from the public

2) Other Administrative Duties:

- Distributes incoming mail, correspondence, faxes, and e-mail
- Communicates with landlords and maintains renter list
- Prepares and mails welcome packets to new residents
- Assists in various projects as needed and does routine administrative tasks
- Checks, maintains and responds to egtadmin@eastgoshen.org email account
- Makes Public Works and Codes Enforcement aware of issues and developments within the Township

- Processes solicitation permits
- Communicates problems with printer and postage machine to appropriate vendor
- Assists Office Administrator as needed with agenda coordination.

Qualifications:

- High School Diploma
- One year of experience in a similar position
- Working knowledge of Microsoft Office (Word, Excel)

Supervisory Responsibilities:

None

Salary Range:

The anticipated salary range is \$45,000 – \$53,000 with excellent benefits. Actual salary to be based on experience and qualifications.

How to Apply:

Applicants should submit a cover letter, resume and three (3) professional references all as ONE (1) document package via email (attached as PDF) to ddavis@eastgoshen.org or a hard copy via US mail to: East Goshen Township, Attn: Township Manager, 1580 Paoli Pike, West Chester, PA 19380, by **5:00 PM, Friday, November 18, 2022**. East Goshen Township is an Equal Opportunity Employer. No phone calls please.

Candidates must be legally authorized to work in the U.S. without sponsorship now or in the future.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to see, hear, speak, use a phone, typewriter, computer, copier, and postage machine, and move 15 pounds from one location to another.

REQUIRED SKILLS:

The employee must be able to file, type, and use an adding machine. The employee must be able to read and write at a high school level. In addition, the employee must be able to communicate orally while being interrupted and while maintaining composure. Valid Driver's License.