

Office Assistance

Hampshire Township is seeking part-time office assistance. Hours are flexible but Friday office hours are required.

The qualified candidate will:

- 1) Oversee the issuance and return of medical lending closet
- 2) Oversee building rentals
- 3) Assist in preparing deposits and entering them into Q.B.
- 4) Assist in preparing monthly billing reports
- 5) Order supplies for building and Senior programs
- 6) Assist in accepting Senior reservations
- 7) Beneficial if applicant has excel and accounting background
- 8) Beneficial if applicant is a Hampshire Township resident

Application can be found at HampshireTownship.org. Please contact Jody at 847-683-9464 X3 with any questions.