



## ***Receptionist (Part-Time)***

Upper Merion Township, located in King of Prussia, PA, is looking for a friendly, well-spoken, highly self-motivated ***Receptionist*** who will report directly to the Director of Public Information. The ***Receptionist*** position involves public contact and clerical work of routine difficulty. The employee in this position is responsible for performing receptionist duties in a pleasant, professional manner at all times.

The ***Receptionist's*** responsibilities include, but are not limited to:

- Greet visitors entering the Township Administration Building and direct visitors to the proper department.
- Answer, screen, and redirect incoming phone calls; record messages.
- Open, date stamp, and sort mail for Administration Department.
- Type forms and envelopes.
- Provide information regarding Township and services.
- Assist with assorted clerical duties, including compiling information as needed.
- Maintain the Township Welcome packet.
- Schedule and maintain a list of individuals and groups using Township facilities in accordance with the meeting room policy and in cooperation with the Assistant to the Township Manager and Building Maintenance personnel.
- Perform related duties as assigned.

### **Minimum Education and Experience Required:**

- High school education or equivalent.
- 2 years of experience as a Receptionist or Administrative Assistant.
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

### **Position Schedule:**

- Monday . . . . . 8:30 AM – 12:30 PM
- Tuesday . . . . . 8:30 AM – 12:30 PM
- Wednesday . . . 8:30 AM – 12:30 PM
- Thursday . . . . . Off
- Friday . . . . . 8:30 AM – 4:30 PM (Includes a One-hour Unpaid Lunch Period)

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until the position is filled.

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