

RECEPTIONIST – F/T position available for Municipal Government. Self-starter who is detail oriented with excellent office, organizational, and communication skills with at least two years comparable office experience. **Must be computer literate with proficiency with Microsoft Office suite as well as excellent word processing and typing skills.** Must be available for overtime if needed. High school graduate or equivalent, college preferred. Must work well with a wide variety of people and be able to multi-task. Salary commensurate w/ experience: Please provide salary history along with resume to resumes@mstownship.com with “RECEPTIONIST WANTED” in the subject line or deliver in person to Middle Smithfield Township 147 Municipal Drive East Stroudsburg PA 18302. Deadline to submit is September 30, 2021. No phone calls please. *Middle Smithfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, age, disability, genetics, or any other characteristic protected by state or local law.*