

Allegan Township is seeking a part-time Administrative Assistant. The position will require office hours of Monday-Thursday, 9am-1pm and four Saturdays during the year. The candidate should be professional in manner that works well with the public and a problem solver with proficiency in communication and computer skills. Basic understanding of clerical procedures such as typing, record keeping and filing are necessary. Interested candidates should possess organizational skills and have attention to detail.

Interested candidates may submit a letter of interest and resume to Supervisor Steve Schulz, Allegan Township, 3037 118th Ave., Allegan, Michigan 49010 or call 269-673-5051 with questions.