



GOSHEN TOWNSHIP IS HIRING!

THE TOWNSHIP ADMINISTRATION OFFICE IS
ACCEPTING APPLICANTS FOR THE FOLLOWING:

PART-TIME TOWNSHIP ADMINISTRATIVE ASSISTANT

- The Administrative Assistant will be the first point of contact for Goshen Township Administration and the public
- Will welcome and assist members of the public at the Administration customer service window and will answer the Administration Office phones
- Will facilitate the efficient operation of the departments within the Township Administration Office and in the performance of their administrative duties
- Part-time position with working hours Monday – Friday, 5 - 6 hours per day (TBD)
- \$12 - \$16 per hour
- Applications with cover letter and resume will be accepted through Friday, June 19, 2020

Accepting applicants
through
June 19, 2020

Applications are
available on the
Township website
under Departments:
www.goshen-oh.gov

Submit to:
HR Director
Cheryl Allgeyer
via email, mail, or
hand delivery

cheryl.allgeyer@goshen-oh.gov
Or
6757 Goshen Road
Goshen, OH 45122

GOSHEN TOWNSHIP

6757 Goshen Road
Goshen, OH 45122
513.722.3400

www.goshen-oh.gov

Deadline: June 19, 2020