



**Position:** Part-Time Administrative Assistant/Receptionist/Floater  
**Department:** Administrative Office  
**Reports To:** Administrator, Rich Township  
**FLSA Status:** Non-Exempt

Rich Township is one of 30 townships in Cook County, Illinois, and serves 10 municipalities including Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

**Position Summary:** The Part-Time Administrative Assistant/Receptionist/Floater will provide essential coverage and administrative support across various departments within the township office. This role is designed to fill in during staff absences, including when the receptionist is off, some Saturdays, and assist with special projects or needs that arise in the office. Flexibility is key, as this individual will assist in different capacities and support the work of various team members.

### **Responsibilities:**

- **Receptionist Duties:** Serve as the primary receptionist when the regular receptionist is out, answering phones, greeting visitors, and directing inquiries to the appropriate personnel.
- **Saturday Coverage:** Provide office support on Saturdays as needed.
- **Special Projects:** Assist the Administrator and Deputy Administrator on specific projects, including administrative tasks, document preparation, and research.
- **Floating Administrative Support:** Provide backup administrative support when other key personnel are out of the office, ensuring continuity in daily operations.
- **Customer Service:** Deliver high-quality customer service to residents and other stakeholders, responding to inquiries in person, over the phone, and via email in a courteous and timely manner.
- **General Office Tasks:** Manage filing, data entry, mail sorting, and other clerical duties as needed.
- **Team Support:** Assist with general office needs and help maintain a clean and organized work environment.

### **Qualifications:**

- **Education:** High school diploma or equivalent required.
- **Experience:** Prior experience in a receptionist, administrative, or customer service role is preferred.
- **Skills:**
  - Strong time management skills
  - Strong communication and interpersonal skills.
  - Ability to manage multiple tasks and adapt to changing priorities.

- Proficiency in Microsoft Office (Word, Excel, Outlook) and general office equipment.
- Strong organizational skills and attention to detail.
- **Transportation:** Must have reliable transportation to ensure consistent attendance and punctuality.

**Hours:** This is a part-time, flexible position with varying hours. The candidate must be available to work:

- **When regular reception staff are off.**
- **Saturdays.**
- **As needed for special projects** or to cover additional office absences.

**Salary:** Commensurate with experience.

**Working conditions:** This position operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The physical demands, work environment factors, and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

**Application Process:** Send resume, cover letter, and the names and contact information of two professional references to: [pal-amin@richtownship.org](mailto:pal-amin@richtownship.org). Put the phrase "Part-Time Administrative Assistant/Receptionist/Floater" in the subject line of the e-mail. No phone calls, please. The position will remain open until it is filled.

***Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military, or military discharge status.***