



ANNVILLE TOWNSHIP,

Lebanon County, is
looking to hire a

PART TIME RECEPTIONIST,

at approximately 20 hours per week.

The Front Desk Receptionist is responsible for performing clerical tasks within an office setting to support daily operations. Their duties include answering and transferring phone calls to employees, sorting, and delivering mail to employees and greeting residents and other clerical duties. Pay rate depends on level of experience.

Send resumes to: Candie L. Johnson,
Annville Township Town Hall, 36 N.
Lancaster Street, Annville, PA 17003.

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You can also send your resumes to:
Candie@annvilletwp.com