

VILLAGE OF WESTFIELD CENTER

OPEN POSITION NOTICE

The Village of Westfield Center is accepting application for a
Part Time Administrative Assistant
(20-30 Hours/Week)

Starting Date: September 2023

Salary: Based on experience

Reports to: Mayor, Board of Public Affairs and Fiscal Officer

Benefits: None

Minimum Requirements:

- High School Diploma or GED
- Valid Driver's License
- Must meet requirements to be bonded.
- Computer skills including knowledge of Microsoft applications
- Proper keyboarding skills
- Command of English language as shown through written communications, spelling and grammar
- Must be able to multi-task
- Basic accounting skills
- Must be able to deal with general public and maintain confidentiality in all situations

Applications are available on the website www.westfieldcenter.org and/or can be picked up at Westfield Center Village Hall, 6701 Greenwich Road, Westfield Center, OH 44251.

Return application, resume and three letters of reference to:

Thomas Horwedel, Mayor
Village of Westfield Center
PO Box 750
Westfield Center, OH 4451