

Neal C. Roop
Mayor
E-mail:
nroop@newwindsormd.org



Phone: 410-635-6575
Fax: 410-635-2995
E-mail:
info@newwindsormd.org

TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
New Windsor, Maryland 21776

Town of New Windsor Employment Opportunity

Front Office Receptionist **Part-Time – 25 Hours per Week Position** **\$16.00 per Hour with Paid Holidays and Paid Time Off**

The Town of New Windsor is accepting applications for a Front Office Receptionist. This is a part-time position, 25 hours a week with paid holidays and paid time off available.

General Responsibilities

Serve as the face of Town Hall and perform secretarial, receptionist and administrative duties for the Town. Duties include but are not limited to answering all incoming calls, greeting residents and contractors, maintaining Town social media and website, perform data entry tasks accurately, collect and log all resident utility payments and make daily bank runs, compile and design quarterly Town newsletter and other duties assigned by the Town Staff.

Education and Experience

1-year experience working as secretary, receptionist and administrative assistant.
Experience using email, Word, Excel and PowerPoint.
Experience using VOIP phone system, copiers, computers and fax.
Ability to type with accuracy 40 wpm.
Must have outgoing, pleasant personality, calm demeanor, solid social skills and ability to work with the public.

Application

A job application and cover letter are required for this position. Applications and full job description are available online at www.newwindsormd.gov and at Town Hall, 209 High Street New Windsor, MD 21776. Applications will be accepted until the position has been filled and can be submitted by regular mail to PO Box 609, ATTN: Front Office Receptionist Employment Opportunity, New Windsor, MD 21776 or via email to: gdye@newwindsormd.org.