



NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS

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RANDY COPE

SUPERVISORS
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AL GEOSITS
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BRENDA NORDER

PT RECEPTIONIST/OFFICE ASSISTANT

North Whitehall Township is looking for a part-time receptionist/office assistant to join our team. Primary duties will include performing office clerical duties, receiving office visitors and phone calls, handling resident questions and complaints and the issuance of yard waste cards. This position will also provide assistance to the Township Planning Administrator and Zoning Officer.

A complete job description can be found on the Township's website. Please submit a cover letter and resume to the Township Manger at rcope@northwhitehall.org. Deadline for applications is August 24, 2022.

Randy Cope, Manager
North Whitehall Township
