

SEEKING ASSISTANT SECRETARY POSITION

May 2017

We are looking for someone to replace Linda Abraham's position as Assistant Secretary. Linda will be retiring on June 30th.

If you know of anyone,
please have them send in a résumé to 2401 Delta Road, Bay City, MI 48706
or call Debbie Gibbon at the Township Office (989) 686-5300.

Linda's position consists of phone answering, computer data input, processing Fire Department documents, as well as other miscellaneous tasks.

The secretaries typically do tasks that any Officials ask of them.

This job opportunity is a Part Time position for
12:00pm - 4:00pm Monday, Tuesday, Thursday, Friday.

[The Office is closed on Wednesdays.]

The Office would like the new Assistant Secretary to start Thursday, June 1st.