

POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT CLASS 3

The Township of Cumru is accepting applications for the full-time position of Administrative Assistant Class 3 until Wednesday, November 27, 2024, at 4:30 p.m. prevailing time. Applicant must be a High School Graduate or equivalent and have effective written & oral communication skills. Applicant must possess a valid Pennsylvania driver's license.

The job description may be reviewed and an employment application may be obtained at the Township Office, 1775 Welsh Rd., Mohnton, PA, from 8:00 am until 4:30 pm, prevailing time, Monday through Friday, or printed from the Township's website at www.cumrutownship.org.

Township offices are closed daily from 12:00 p.m. to 12:30 p.m. Township administration will be closed to the public on Tuesday, 11/5/2024.

No candidates will be considered who have failed to submit and complete the required Township application. No applications received after the specified date/time will be considered. Cumru Township is not responsible for USPS or courier services failing to deliver by 4:30 p.m. on 11/27/2024.

Mail or deliver documents by the deadline to: Cumru Township Office, Attn: Peggy A. Carpenter, Business/Personnel Administrator, 1775 Welsh Rd., Mohnton, PA 19540. The Township of Cumru is an EOE.