

## Job Notice

**Receptionist part-time:** East Rockhill Township, Bucks County is seeking a part-time Receptionist with the primary hours of 9am-3pm. Candidates shall be proficient in Microsoft Office applications and demonstrate strong communication, organizational skills and the ability to work productively. A high school diploma is required. To be considered, send resume and cover letter with salary requirements to: Marianne Morano, Township Manager, East Rockhill Township, 1622 North Ridge Road, Perkasie, PA 18944 or email in pdf format to [Manager@EastRockhillTownship.org](mailto:Manager@EastRockhillTownship.org) by noon on Monday, June 21, 2021. A full job description and employment application are available on the East Rockhill Township website [www.eastrockhilltownship.org](http://www.eastrockhilltownship.org).

Hourly rate will depend upon qualifications and experience. Successful candidate will have to pass a background examination and drug test. East Rockhill Township is an equal opportunity employer.