



*South Coatesville Borough, 136 Modena Rd, Coatesville, PA 19320*

610-384-1700

PART-TIME ADMINISTRATIVE ASSISTANT – South Coatesville Borough, located in Chester County, population of approximately 1,600 is seeking qualified applicants for its Administrative Assistant position. The Administrative Assistant plays an integral role in the customer service and organizational strength of the Borough’s operations. This part-time position reports to the Borough Manager. Though assignments are often carried out under supervision and direction of the Borough Manager, independent work and working with other Borough staff will be required. The employee is expected to learn standard Borough operations without constant direct supervision after gaining a working knowledge of the expected protocols. Qualified candidates will have excellent verbal and written communication skills; a strong ability to multi-task within established deadlines and work independently. Must demonstrate personal integrity; be professional, and courteous in all interactions with the general public. Hours will be determined between 8 am and 4 pm, Monday through Friday. May occasionally attend evening meetings. Salary \$16-\$18/hour.

Responsibilities:

- Provide telephone support, sort and distribute mail. Process various types of permits and correspondence. Interact with public, employees, other departments and service providers/consultants.
- Greet visitors to the Borough office
- Accept payments and issue receipts for the various permits and fees collected
- Coordinate inspections, track permits, property maintenance follow-ups
- Assist with the preparation of documents for Council meetings.
- Assist with the preparation of monthly financial reports and other specialized reports.
- Prepare accurate communications including letters, resolutions, ordinances and similar documents.
- May prepare input for municipal communications, including newsletters, social media, website updates and notifications.
- May assist with Accounts Payable, Accounts Receivable, invoice preparation, bank deposits and other varied administrative functions as requested.
- Maintains confidential information, accurate logs, records and files in an organized manner.

Minimum Qualifications:

- High school diploma with two years’ experience in an office environment, preferably local government.
- Proficiency in Microsoft Suite and database systems. QuickBooks experience preferred.
- Successful completion of comprehensive background check. No felony convictions or convictions of any morals crime.

Interested candidates should submit cover letter, resume and employment application to [careers@south-coatesville.org](mailto:careers@south-coatesville.org).