Administrative Assistant

Borough of Hellertown

The Borough of Hellertown is seeking a FT Administrative Assistant to provide administrative support of all governmental functions including administrative, finance, public works and legislative body.

The ideal candidate will have three to five years related experience as an administrative secretary/assistant, ability to prioritize assignments, excellent organizational skills and maintain a positive public service attitude at all times.

The Borough of Hellertown is an Equal Opportunity Employer. The job description is posted on the borough’s web site at [www.hellertownborough.org](http://www.hellertownborough.org) . Interested applicants should submit a cover letter, resume and salary requirements to Borough Manager, Borough of Hellertown, 685 Main Street, Hellertown, PA 18055 or [c.hartranft@hellertownborough.org](mailto:c.hartranft@hellertownborough.org) by 4:00 PM April 6, 2023.