



Cannon Township

A Historic Rural Community

Administrative Assistant

Full – Time (Monday through Friday 8am-5pm)

Cannon Township is seeking an Administrative Assistant. This is a full-time position with benefits including 401K and health insurance. Salary is commensurate with experience.

Preferred experience includes:

- BS & A Software proficiency
- Associates Degree or higher
- Experience in municipal billing

Required attributes include:

- Positive, helpful and supportive attitude
- Good people skills
- Experience with office automation tools, including personal computers, Microsoft Windows/Office software, internet, email, fax, telephone and copier/printer

Please mail or email resume to:

Cannon Township
Attn: Administrative Assistant
6878 Belding Road
Rockford MI 49341
kmckay@cannontwp.org

6878 Belding Road NE, Rockford, MI 49341

Phone: 616-874-6966 • **Fax:** 616-874-8940 • **Website:** www.cannontwp.org