

## **JOB POSTING**

### **Incorporated Village of Malverne**

The Village of Malverne, Nassau County, New York (the Village) is seeking a qualified candidate to serve as a Part Time Receptionist. Duties include general office tasks, customer service support, and special projects assignments. This position requires the successful candidate to work in-person at Village Hall three days per week,

#### **Primary responsibilities**

- **Receptionist** – Provide customer service, assist visitors and callers in a friendly and professional manner. Responsibilities may include but are not limited to sanitation questions, processing various payments, and the renewal of village permits.
- **Administrative** – Mail distribution, filing, and handling communications with residents.
- **Assist with special projects** - As directed.

#### **Desired Skills/Qualifications/ Education**

- At least two (2) years of work experience
- High School Graduate
- Working knowledge of Microsoft Word and Excel

The ideal candidate enjoys working with the public, handling multiple tasks and taking initiative, when appropriate.

Salary based on experience

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Interested candidates should mail cover letter and resume to Malverne Village Hall, 99 Church Street, Malverne, NY 11565; Attn: Village Clerk or email [asmith@malvernevillage.org](mailto:asmith@malvernevillage.org) by November 10, 2023.