

MERCER COUNTY
SPRINGFIELD
TOWNSHIP, EST 1805

406 Old Ash Road, Mercer, PA 16137
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June 9, 2022

Allied News
Attn: Beth Veres
P.O. Box 51
52 South Dock Street
Sharon, PA 16146

Dear Beth:

Please advertise the following on June 15th and June 18, 2022:

SPRINGFIELD TOWNSHIP
PART-TIME/FULL-TIME
OFFICE MANAGER POSITION

Springfield Township is accepting letters of interest until position is filled for a part-time/full-time Office Manager position. The applicant for this position needs to have impeccable verbal and written communication skills, able to greet visitors in a friendly demeanor, ability to multi-task and provide administrative support with some evening hours required. Applicants must also possess a valid driver's license.

If interested, please send a resume and 5 references addressed to Springfield Township, 406 Old Ash Road, Mercer, PA 16137 and note "Office Manager Position" on the envelope. Springfield Township is an Equal Opportunity Employer.

Sincerely,

Lucinda G. Lipko
Township Administrator