

MOUNT JOY BOROUGH

RECEPTIONIST

Part-Time

The Borough of Mount Joy is accepting applications for a part-time Receptionist. Successful candidate must be pleasant, organized, and able to multitask in a fast-paced office with frequent interruptions. Must be proficient in Microsoft Office. This is a permanent, part-time, hourly position, 3 days a week. Please submit applications (required) and resumes to Borough Manager by hard copy or email to manager@mountjoypa.org. The position will remain open until it is filled by a qualified applicant. Applications can be obtained at the Borough Office, 21 East Main Street, Mount Joy, or on the Borough Website: www.mountjoyborough.com