

# 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 and be able to process and handle money. This is a permanent, part-time, hourly position, 3 days a week. Please submit applications (required) and resumes by close of business on Thursday, September 12, 2024, to Borough Manager by hard copy or email to [borough@mountjoypa.org](mailto:borough@mountjoypa.org) Applications can be obtained at the Borough Office, 21 East Main Street, Mount Joy, or on the Borough Website: [www.mountjoyborough.com](http://www.mountjoyborough.com)