

Administrative Assistant

Blackman Charter Township is accepting applications for (1) one full time Administrative Assistant position \$14.92 hr. Interested applicants must submit a resume and application for employment to Shelly Sercombe, Clerk, Blackman Charter Township at 1990 West Parnall Road, Jackson, Michigan 49201, prior to 4:00 p.m. July 24th, 2020.

Applications and a position description are available at www.blackmantwp.com or at the Township office 1990 West Parnall Road.

Applications can be dropped off at the Township office, emailed to ssercombe@blackmantwp.com, or faxed to 517-788-4689.

Blackman Charter Township is an equal opportunity employer and follows all State and Federal employment guidelines.