



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

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## Secretary Job Ad

The Township of Saugatuck is seeking an energetic, team orientated, qualified applicant for the part-time position of Secretary. This position would be excellent for someone looking to enter the workforce, start a career in public service, or looking for a new opportunity. This individual will serve as an assistant to the Township Manager, front line receptionist, cashier, and multi-purpose clerical employee. Requirements: High School Diploma, ability to handle unique circumstances, excellent customer service skills, and ability to maintain confidentiality. To read the full job description and requirements please go to [www.saugatucktownship.org](http://www.saugatucktownship.org). Resume, application, and cover letter required. Pay Range: \$15.00 - \$18.38/hr. Possibility for advancement. Please send application to [manager@saugatucktownship.org](mailto:manager@saugatucktownship.org) or mail it to 3461 Blue Star Hwy, PO Box 100, Saugatuck, MI 49453 Attn: Township Manager