



Charter Township of Royal Oak
Position - Administrative Assistant

Royal Oak Township is seeking an individual for the position of Administrative Assistant who is accustomed and comfortable dealing with the public in person and on the phone. The Administrative Assistant is the initial point of contact on the phone or when the public is seeking assistance related to Royal Oak Township. Administrative Assistant provides direct assistance to the Township's Supervisor, Township Manager and serves as the point of process for the Township's Business License as well as the clerical back up for Township's Building Department and Senior Center. Pleasant working environment with working hours M-TH from 9:00 am to 4:00 pm. Prefer someone with experience in public sector with excellent computer skills and ability to deal with the public. For further information and detailed job description, visit the Township's web site at [Job Opportunities \(royaloaktwp.com\)](http://royaloaktwp.com). Please submit your resume with job application to: Township Manager, 21131 Garden Lane, Room 203, Ferndale, MI 48220 or via email to acapela@royaloaktwp.com no later than December 20, 2023.