



CITY OF _____
BAY VILLAGE
_____ OHIO

Receptionist/Clerk Part-time

The City of Bay Village is currently hiring for a part-time Receptionist/Clerk for the Finance Department. This position is responsible for providing general finance related clerical duties and personal and/or telephonic assistance to visitors, outside callers and residents.

This position will be scheduled Thursday and Friday 8:30am-12:30pm.

The ideal candidate will have 3-5 years of experience in an office environment responsible for providing general clerical and administrative services.

To apply, please complete an employment application which is available on the City's website:
www.cityofbayvillage.com

Applications will be accepted until the position is filled.

The City of Bay Village is an Equal Opportunity Employer