

Assistant Secretary Position

The Shenango Township Municipal Authority, located at 155 Campground Road, West Middlesex, PA, is seeking to fill the position of Assistant Secretary. Office hours are from 8am until 4pm, Monday through Friday. The position is part-time/as needed. Duties shall include but not be limited to customer service, accounts receivable, invoicing, and assisting with duties as assigned by the Board Supervisor and /or Office Manager. Please submit a resume to stma.main@gmail.com, in person at the office on Campground Road, or by mail to STMA, PO Box 266, West Middlesex, PA 16159 by March 7, 2023.