



AVON TOWNSHIP
433 E. Washington St.
Round Lake Park, Illinois 60073

Terry Wilke
Township Supervisor

Help Wanted

Operations Assistant

Full-Time Position Available Immediately

Pay Range: \$10 - \$15 hourly (depending on experience)

Summary

The Operations Assistant position is a day shift opening with the possibility of working some Saturdays. We are offering 34 hours weekly, with some flexibility on set schedule.

We are looking for someone who has the following qualifications:

- Exceptional Customer Service
- Experience using hand and power tools
- General Handyman Experience: painting, light carpentry, lifting 50 lbs., building maintenance
- Basic Math Skills for measurements
- Basic Computer Skills
- Desire to work in public service
- Dependable and Flexible
- Office translations and phone skills

Other essential requirements:

1. Be a U.S. Citizen or have authorization to work in the U.S.
2. Be a minimum of 18 years old.
3. Have a VALID Driver's License.
4. Bi-Lingual in Spanish & English

Job Type: Full Time = 34 hours

Pay: \$~~10~~.00 to \$15.00 /hour

Required license or certification:

- Driver's License

