

NOW HIRING- PART TIME CLERK

Town of Burns Harbor, Indiana

The Town of Burns Harbor is seeking a dependable, organized, and detail-oriented individual for a part Part-Time Building & Street Department Clerk position.

Responsibilities include:

- General office and clerical duties
- Answering phones and assisting residents
- Maintain department records and files
- Processing permits, applications, and paperwork
- Scheduling inspections and department activities
- Assisting the Building and Street Departments with administrative tasks
- Data entry and other duties as assigned

Qualifications:

- Strong organizational and communication skills
- Basic computer skills
- Ability to work independently and professionally
- Previous municipal, building, street department or office experience is preferred.

Position: Part-Time

Location: Burns Harbor, Indiana

Pay: Competitive, based on experience

Interested applicants should submit a resume and contact information to the Town of Burns Harbor.

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Join our team and help serve the Burns Harbor community!