



VILLAGE OF WILMETTE

1200 WILMETTE AVENUE
WILMETTE, ILLINOIS 60091

POSITION ANNOUNCEMENT

PART-TIME FRONT COUNTER ASSISTANT

The Village of Wilmette is seeking to fill the part-time Front Counter Assistant position in the Community Development and Engineering Departments. The position will work approximately 28 hours per week.

General Responsibilities:

The individual in this position will provide customer service support to the general public received by the Community Development and Engineering Departments. Duties will include answering the telephone, responding to walk in service requests, permit and other data entry, managing the village's elevator program, maintaining department files, department purchasing and other responsibilities as assigned.

Position Requirements:

The successful candidate should be flexible but generally available to work Monday through Friday between the hours of 7:30 am to 4:30 pm, possess excellent communication skills, be detail oriented, possess the ability to handle multiple, simultaneous projects as well as have the ability to develop positive working relationships with co-workers. Requires candidates with proficiency in Windows XP, Microsoft Office 2007 including Word, Excel, Publisher, Outlook as well as Adobe Professional and the ability to learn the village's enterprise software program. Experience in working with the general public in a customer service role in a fast paced environment is preferred.

Starting Hourly Rate:

The hourly wage rate is \$16.56/hr.

Selection Process:

Interested candidates should complete an employment application which may be downloaded from the Village's website, www.wilmette.com and submit it along with a cover letter to the Village Manager's Office, Attn: Human Resources 1200 Wilmette Ave., Wilmette, IL 60091 or sent via e-mail to HumanResources@wilmette.com.

Questions should be addressed to Lisa Roberts, Assistant Community Development Director at (847) 853-7529 or robertsl@wilmette.com. The position will remain open until filled.

The Village of Wilmette is an Equal Opportunity Employer