

**HELP WANTED
CITY OF EAST JORDAN
Office Assistant**

The City of East Jordan is accepting applications for the position of Office Assistant. This position would be up to 32 hours per week and applicant must be flexible with work schedule. This position is currently part time with the potential to be full time in the future. Please email a resume and cover letter to Cheltzi Wilson, City Clerk at cwilson@eastjordancity.org, or to: City of East Jordan, Attn: City Clerk, PO Box 499, East Jordan, MI 49727, or pick up an application at City Hall. Resumes will be received until position is filled.

The City of East Jordan is an Equal Opportunity Employer.