

TOWN OF MILLVILLE
Receptionist

The Town of Millville is looking for a qualified individual for the full-time position of Receptionist. The Receptionist reports to the Town Manager and is responsible for performing clerical tasks to support the daily operations of the Town Hall. This individual will serve as the first point of contact for residents and guests. They will perform various duties, including clerical and customer support.

The applicant must have a High School Diploma, associate degree (preferred). Strong public relations skills, organizational and communication skills.

Benefits include health and dental insurance, paid vacation, sick leave, and retirement plan. Pay will be commensurate with education and experience.

The successful applicant must pass a background check and drug test and is subject to the Town Personnel Policies, including a 90-day probation period.

The deadline for consideration is March 15, 2024. To apply, qualified applicants should mail a confidential cover letter, application for employment which is found on our website, www.millville.delaware.gov, and resume to:

Town of Millville
Town Manager Eileen Scerra
36404 Club House RD
Millville, DE 19967

Or

email to: escerra@mvtown.com

The Town of Millville is an Equal Opportunity Employer