

## **NOW HIRING – FULL-TIME SECRETARY**

 **Tilden Township** is now accepting applications for a **Full-Time Secretary** position.

We are seeking a professional, organized, and dependable individual to join our township team. The ideal candidate will have strong administrative and customer service skills and the ability to work effectively in a fast-paced municipal office environment.

### **Requirements:**

- Proficient in Microsoft Office applications (Word, Excel, Outlook required)
- Strong communication and organizational skills
- Ability to interact professionally with the public

Interested applicants should contact the Township Office at 610-562-7410 for application. Applications and resumes are being accepted until Friday, March 6, 2026.