

INCORPORATED VILLAGE OF OCEAN BEACH



The Inc. Village of Ocean Beach is looking to hire a Part–Time Seasonal Clerk. May lead to Full-Time position with benefits.

Job Description:

- Excellent customer service/people skills
- Exceptional telephone skills
- Perform basic office functions; Filing, Copying, Scanning etc.
- Computer skills - Microsoft Office a must
- 18 years or older. Minimum of 3 years office experience
- 20 hrs. per week
- Saturdays are required

Salary \$20 per hour, 20 hours per week. Please email resumes to:

info@villageofoceanbeach.org or mail resumes to the Inc. Village of Ocean Beach at P.O. Box 457, Ocean Beach, NY 11770 or fax: (631)583-7597.

Job Type: Part-time Seasonal

Salary: \$20.00 /hour