

Executive Assistant & Assistant Administrator

The Village of Edgerton is accepting applications for the positions of Executive Assistant and Assistant Administrator. We are seeking highly organized, detail-oriented individuals to provide administrative support and help advance organizational goals. The ideal candidate will have excellent communication skills, be able to multitask and prioritize effectively in a fast-paced environment. If you are looking for an opportunity to join a productive organization that values teamwork, innovation, and professional growth, we encourage you to apply. To Apply: Please submit your resume and cover letter to hr@edgerton-ohio.com or mail to: PO Box 609, Edgerton, Ohio 43517. The Village of Edgerton is an Equal Opportunity Employer (EOE).

— VILLAGE OF —
EDGERTON
Our Hometown Yours and Mine