

PART TIME OFFICE POSITION AVAILABLE

The Village of Orchard Park is seeking a reliable person with exceptional customer service and organizational skills to fill a part time office position. Responsible for day to day assignments, secretarial, public service, light accounting and computer entry (Microsoft Word and Excel required). Must be able to multi task.

Please submit resume and employment application (available on Village Website: www.orchardparkvillage.org) to:

Village of Orchard Park
4295 S Buffalo St
Orchard Park, NY 14127

Or email:

VillageOffice@orchardparkvillage.org

For additional information please call 662-9327.