

Borough Secretary Position

The Borough of Wyomissing

The Borough of Wyomissing in Berks County, PA is a beautiful and dynamic place to live, work and do business. We are looking for an experienced, self-motivated, flexible, high-energy individual with superior secretarial, administrative, organizational, interpersonal and customer service skills to join our team as our next Borough Secretary. This is a fantastic opportunity for the right candidate! The Borough offers competitive compensation, an excellent comprehensive benefits package and a fantastic work environment. Relevant administrative/secretarial experience, preferably in a municipal government or similar regulated environment is required. To obtain a complete listing of minimum requirements, job description and instructions for applying, please log-on to the Borough website at: www.wyomissingboro.org. To be considered, applicants MUST meet all minimum requirements and follow all instructions on the website for applying. Deadline: 2/22/19. The Borough is an Equal Opportunity Employer.