Norwood Borough Administrative Clerk

Norwood Borough, Delaware County, PA is seeking to fill the position of full-time Administrative Clerk. This is a very responsive and visible clerical position. The Administrative Clerk will greet all customers, answer and direct calls, as well as provide support to the Codes Department and the Borough Manager as needed, assisting in all general office management responsibilities. Includes excellent benefits with a salary dependent upon qualifications. Full job description and employment applications may be obtained at the Norwood Municipal Building or by emailing rjpoole@norwood-boro.org. Applications and resumes will be accepted until the position is filled and should be sent to rjpoole@norwood-boro.org or mailed to Norwood Borough, Attn: Robert J. Poole, Borough Manager, 10 W. Cleveland Avenue, Norwood, PA 19074. E.O.E.