



## Lower Saucon Township

3700 Old Philadelphia Pike, Bethlehem, PA 18015 610-865-3291 Fax 610-867-3580

January 27, 2025

THE MORNING CALL

Attn: EMPLOYMENT ADS

Dear Sir / Madam:

Please place the following ad in the employment section of your paper on **Wednesday, January 29, 2025:**

### RECEPTIONIST

Lower Saucon Township in Northampton County is seeking qualified applicants for the full-time position of Receptionist. Qualified candidate must have excellent interpersonal and organizational skills. This advanced clerical position is responsible to use a multiline phone system and direct phone calls, greeting residents/visitors, providing support to other Township Staff. Other specific duties include maintaining/updating files, processing Open Public Records Act requests, processing/distributing mail, and maintenance of files, construct newsletters and other administrative duties as assigned. Must be proficient in Microsoft Office Products. This is a contracted position, with a starting salary of \$19.32/hour. Medical Insurance, Life Insurance, Short-Term Disability, Dental, Vision, and Pension. Paid Vacation, Personal, Sick, and Holidays following probationary period. Longevity Recognition. Interested applicants should send letter of interest and resume to Acting Manager, Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA 18015 or by email at [manager@lowsaucontownship.org](mailto:manager@lowsaucontownship.org). Applications will be received until February 12, 2025. All qualified applicants will receive consideration for employment without regard to race, color, sexual orientation, religious creed, ancestry, national origin, age, sex or non-job-related handicap. Lower Saucon Township is an Equal Opportunity Employer.

Cathy Gorman  
Acting Township Manager

Please send the invoice to the above address.

Sincerely,

Carol Schneider  
Administrative Assistant