

## Town of Milton

115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

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## **JOB POSTING**

### **OFFICE ASSISTANT / RECEPTIONIST**

The Town of Milton is accepting applications for the full-time position of Office Assistant/Receptionist through August 4, 2017. The Employment Application and Job Description are available at Town Hall, as well as our web site <http://milton.delaware.gov/administrative-department/>.

The Office Assistant/Receptionist is responsible for performing a variety of administrative tasks. Interested candidates must complete the Town of Milton Employment Application. Submit the completed application to: Town of Milton, Attn: Town Manager, 115 Federal Street, Milton, DE 19968.