



PETERS TOWNSHIP SANITARY AUTHORITY

111 Bell Drive, McMurray, PA 15317
PHONE 724.941.6709 FAX 724.941.2283

www.ptsaonline.org

Part-Time Receptionist/Administrative Assistant

The Peters Township Sanitary Authority has an opening for the position of **Receptionist/Administrative Assistant**. This is a part-time position, Monday –Friday 4-6 hours per day. Primary duties include general office administrative duties along with customer service, data entry, and assisting management staff. Applications are available at www.ptsaonline.org or at the Authority's office. Please submit completed application and resume to Enoch Jenkins, Authority Manager, via email ejenkins@ptsaonline.org or to PTSA 111 Bell Drive, McMurray PA 15317.