

NOW HIRING!



Are you a student looking for a summer internship?

The Village of Alsip is seeking an intern who will support the daily administration tasks of the Finance Department. **Pay is \$11.00 per hour.**

RESPONSIBILITIES:

- Majority of the day will be spent assembling documentation from storage and preparing for electronic scan.
- Must be capable of operating standard office scanning equipment and database management software.
- Comfortable standing and performing repetitive tasks for prolonged period of time.
- Ability to stay organized with assigned filing system.
- Perform other tasks similar in nature as assigned.
- This position requires aptitude to maintain confidentiality.

REQUIREMENTS

Availability to work Monday - Friday 9:00AM to 5:30PM

Must be at least 18 years or older

Complete employment physical and drug screen

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle, or feel objects, equipment, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds with or without assistance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INTERESTED?

To apply, print a job application from the Village's website and send to Human Resources.

Email: shunter@villageofalsip.org, **Fax:** 708-752-8825 **Mail:** 4500 W 123rd Street Alsip, IL 60803.

Please call the HR department if you are having difficulty applying (708) 385-6902 Ext 320