

***Village of Grayslake, Illinois***  
***Part-time Customer Service Representative***

The Village of Grayslake is seeking applicants for a part-time customer service representative position with the Village's customer service team to work approximately 19 hours per week. The Village seeks applicants that value a flexible schedule as the schedule for the position will change from week-to-week. The starting hourly wage is \$18.00 per hour. This is a non-benefit position. The successful applicant will provide support in a variety of work assignments.

The position is a job sharing opportunity within the Village's customer service team and includes a variety of office related functions that may change from day-to-day. The position requires a self-motivated and dependable individual who is organized and flexible; provides attention to detail, deadlines, and procedures and has the ability to handle and prioritize multiple responsibilities simultaneously. The position also requires good communication skills and exceptional customer service skills. Under the general direction of the Management Services Department, duties include data entry, answering phones, scanning documents, and providing support in a variety of work assignments and administrative processes. Daily interaction with various Village staff, senior management, and department heads will occur on a regular basis.

Must be experienced with computers (Microsoft Excel and Word) and possess some data entry experience. Some administrative and/or secretarial work experience is a plus.

Interested candidates should email a detailed cover letter explaining interest in position, completed employment application, and resume, immediately to: Natalie Esterl, Executive Assistant, [nesterl@villageofgrayslake.com](mailto:nesterl@villageofgrayslake.com). Position will remain open until filled. The Village of Grayslake is an equal opportunity employer.