

# CHARTER TOWNSHIP OF BREITUNG

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Date: May 16<sup>th</sup>, 2024

## **Township Business Operations Professional Immediate opening for a Full-Time, Permanent Position.**

The Charter Township of Breitung office located in Quinnesec, MI, currently has an opening for a Business Operations Professional. This is a full-time position with a competitive salary and benefit package including: life, health, dental and vision insurance. The applicant should have strong written and verbal communications skills with a focus on customer service and the ability to prioritize duties in a multi-task environment. Preferred education would include a bachelor's degree in business or equivalent experience in municipal operations, BS&A software experience highly desirable. If you are a self-starter who is highly motivated and can work well individually and as a team, please submit your resume and cover letter to Superintendent Steve Mulka. You can email the information to: [superintendent@breitungwp.org](mailto:superintendent@breitungwp.org), or you can mail it to: Charter Township of Breitung, Attn: Superintendent, PO Box 160, Quinnesec, MI 49876. Breitung Township also has two secure drop boxes, located in the front and the back of the Township Hall building at 3851 Menominee Street in Quinnesec, MI. For more information, visit <https://www.breitungwp.org/>

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The Charter Township of Breitung is an Equal Opportunity provider and employer.

