

# **NOW HIRING**

## **VILLAGE HALL OFFICE STAFF**

**ACCEPTING APPLICATION UNTIL  
MONDAY, DECEMBER 27TH  
5:00PM**

**HARD COPY APPLICATION AT  
SCH VILLAGE HALL  
3317 CHICAGO ROAD, SOUTH CHICAGO HEIGHTS**

**EMAIL RESUME TO  
NGOMEZ@SOUTHCHICAGOHEIGHTS.COM**



**APPLICATIONS WILL NOT  
BE ACCEPTED AFTER DECEMBER 27TH**

**[WWW.SOUTHCHICAGOHEIGHTS.COM](http://WWW.SOUTHCHICAGOHEIGHTS.COM)**

### **EXPERIENCE NEEDED**

Minimum 2 years experience—Office, customer service, clerical and the ability to multi-task in a fast-paced environment experience

Starting Salary \$12.00 based on experience

### **WORK HOURS**

Monday thru Friday

8:45am—5:00pm

And some after hours  
Village events

### **START DATE**

Monday

January 10, 2022

### **BENEFITS**

Health Benefits

Eye Care Benefits

Dental Benefits

Legal Insurance

Life Insurance

IMRF Membership

Sick Time

Vacation Time

Personal Day