

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

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