

EMPLOYMENT OPPORTUNITY

The Alcona County Road Commission, an Equal Opportunity Employer, is seeking to fill the position of ADMINISTRATIVE ASSISTANT/BOARD CLERK. The candidate for this position will be responsible for media and other communications, reception, human resources/payroll, and board meeting preparation/record keeping.

A Bachelor's Degree in Business Administration or Communications is preferred with three years of experience in Business Administration/Communications, or an Associate's Degree in Business Administration or Communications with five years of experience in Business Administration/Communications, or any equivalent combination of experience and training which provides the required knowledge, skills, and ability.

The successful candidate must be able to conduct themselves in a professional manner, possess excellent interpersonal and verbal and written communications skills, and demonstrate considerable knowledge of office practices and procedures, aptitude for operating electronic devices including computers, scanner/copy/fax machines, and skill in using computer programs including word processing, spreadsheets, data base management, and accounting programs. Also, skill in managing web and social media platforms is a plus.

Competitive wage and benefit package.

Apply by sending a cover letter and detailed resume to P.O. Box 40, Lincoln, Michigan 48742 until June 11, 2018, or until which time the position is filled.