

ADMINISTRATIVE ASSISTANT

The Tuscola County Road Commission, an equal opportunity employer, is seeking a qualified candidate to fill the position of Administrative Assistant. The successful applicant will report directly to the Director of Finance. Candidates must possess excellent writing and communication skills, as well as computer experience. Must be able to perform various clerical duties and accounting functions. A background in Accounts Payable duties also preferred. Resumes will be accepted until October 9, 2023. Send resumes and completed applications to: Tuscola County Road Commission, Attn: Director of Finance, 1733 S. Mertz Rd., Caro, MI 48723.