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(a consortium of Bark River-Harris, Carney-Nadeau, & North Central Area Schools)
Serving: Menominee, Delta, & Schoolcraft Counties

SEEKING OFFICE ASSISTANT

North Menominee County Community Schools desires a highly motivated, organized **Office Assistant**. This position requires excellent communication skills and the ability to multi-task. Desirable candidates will be able to work in a small team environment, have high ethical standards, and integrity. This is a 25-30 hour per week position. Qualifications include but are not limited to:

- Proficient in office protocols and data entry.
- Must be an energetic, self-starter and react productively to interruptions and changing conditions.
- Prioritize tasks to meet deadlines.
- Computer knowledge and skills essential.
- Ability to interact comfortably and confidently with the public and staff.

Post-secondary training or equivalent office work experience is desirable. Send resume to: North Menominee County Community Schools, P O Box 395, Powers Michigan 49874. Att: Josh Sampson, Director; or email admin@nmschools.org. Application deadline is July 15, 2022.