

JOB OPENING

Assistant Secretary Position

The job is available for immediate placement.

We are looking for someone to fill the position of Assistant Secretary.

If you, or someone you know is interested, please submit a resume to 2401 Delta Road, Bay City, MI. 48706 or call 989-686-5300. You may stop in the office or send by email to Ron Campbell
(rwc_supervisor@frankenlust.com)

The Assistant Secretary position consists of phone answering, warm greetings of residence, good communication skills, good organization skills, time management, attention to detail, filing, problem solving, working with Word and Excel documents, website maintenance, publications, billings, tasks assigned by the Officials, as well as other miscellaneous tasks.

The job opportunity is a full-time position from 8:15 a.m. to 4:00 p.m. on Monday, Tuesday, Thursday and Friday. The office is closed on Wednesday's.