

The Wexford County Road Commission is seeking a detail-oriented candidate for a full-time Administrative Clerk position. This position is the first point of contact for the public and requires the ability to effectively deal with concerns both in person and over the phone. The successful candidate will have the ability to multi-task, as they will be responsible for a variety of administrative duties including answering phones, payroll, maintaining records and supporting multiple staff members. Must be proficient in Word and Excel. Please send application, cover letter, and resume to Wexford County Road Commission, 85 W. M-115, Boon, MI 49618 or email to admin@wexfordcrc.org. Application (non-CDL) can be found on our website www.wexfordcrc.org. Resumes must be received by November 28, 2022.