

Contracts Assistant \$21.89 - \$24.13/hr DOQ – Flexible Schedule

Performs a wide variety of administrative duties and support for the Engineering Department including setting up project files, preparing meeting agendas, maintaining records, routing document for signature, filing and tracking project notices. Helps maintain the Engineering Department Library, archiving and organizing project files, property files, planning documents and reports. Produces accurately typed documents, coordinating and supporting meetings, and performing District errands.

Must have excellent organizational skills and be proficient in Microsoft Word and Excel. Requires a valid, current driver's license with a driving record that enables insurability.

Office Assistant – Accounting \$19.85- \$21.89/hr DOQ – Flexible Schedule

Under general direction of the Accounting Supervisor, performs a wide variety of office support and administrative duties which include writing, proofreading, correspondence, reports, and bookkeeping duties for the Finance Division. Occasionally driving will be required.

Desired skills include knowledge of bookkeeping, accounting practices. Experience in business letter writing and composition, punctuation, spelling, and grammar are preferred. Strong organizational skills a must along with experience with Microsoft Office, including Excel. Requires a valid, current driver's license with a driving record that enables insurability.

Interested candidates should contact SearchPros. Please email Heather Kocina (hkocina@spstaffing.com) and Jennifer Schmidt (jschmidt@spstaffing.com) for more information and to submit an application for these opportunities. To speak directly to SearchPros, call 888.774.4737.