Legal Notices

Town of Mina
is accepting applications for
Part-time Administrative Assistant

Duties include:

- Supervisor's Bookkeeper
  *Payroll and Financial Statement Preparation
  *Human Resource and Benefits Administration
  *Other Duties Including Clerical/Secretarial Support
- Clerical/Secretarial Support for Building Inspector/Code Enforcement Officer
- Grants administration including Recordkeeping and Invoicing

Position Requirements:

- Flexibility with Work Hours Based Upon Cyclical and Workload Requirements
- Ability to Work Independently
- Friendly/Responsive to the Public/ Grantors/Contractors
- Good Communication and Time Management Skills
- Strong Computer Skills - Microsoft Word, Excel, Power Point, Code Enforcement Software

Forward resume to supervisor@townofmina.org by Friday, September 27, 2024
Questions contact: Rebecca Brumagin, Town Supervisor 716-769-7204 ext. 5

Sep 18, 2024