Job Opportunity

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (NCWRPC)

Office Assistant

NCWRPC, a regional government agency, has an opening for a part-time, flexible position responsible for office management, coordination of meetings, preparation of mailings, mailing list management, document production, and various bookkeeping duties. The applicant should have strong communication skills, be computer proficient, and able to handle multiple tasks and projects. The position performs varied administrative support and works under the supervision of the Executive Director and senior staff.

Position requires some experience and knowledge of office and financial procedures and practices. High school diploma and some advanced training or a degree in office and/or financial operations is preferred. Ability to use Microsoft Office software products and strong keyboarding skills are also required. Applicants must possess or obtain a Wisconsin Driver’s license.

The NCWRPC is a voluntary association of governments created in 1973 by Wisconsin Statute and serves Adams, Forest, Juneau, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas and Wood Counties. See www.ncwrpc.org for more information about the organization.

This position is half-time (about 20 hours per week) and includes some benefits, including WRS. Hourly pay range is $13.00 to $15.00 depending on qualifications. Deadline to apply is April 10, 2015 or until filled.

If you are qualified and ready for a new challenge, submit a letter of interest and resume to:

NCWRPC – Office Assistant
210 McClellan Street, Suite 210
Wausau, WI 54403

or E-mail to: job@ncwrpc.org

An Equal Opportunity Employer