

Are you looking for a career opportunity with excellent benefits and a casual work setting?

Union County Engineer's Office is currently seeking a full-time Office Manager, with outstanding communication skills and the ability to multi-task, for our Secondary Roads Department.

Completion of high school or HISED with further training in business administration, accounting or computers is required. Exceptional customer service skills required. Must possess the ability to organize and analyze statistical, financial and factual data.

Applicants should submit a Union County employment application and resume to cboehmer@unioncountyiowa.gov or via mail to:

Union County Engineer
1701 Commerce Rd.
Creston, IA 50801

Applications are available online at www.unioncountyiowa.gov and will be accepted until position is filled.

Equal Opportunity Employer.