

The Village of Laurium is currently seeking applicants to fill the part-time position (20 hours/week) of Office Clerk.

Job duties will include:

- Answering phones
- Sorting and delivering incoming mail
- Organizing and filing documents
- Collect and deposit money
- Data entry
- Assisting with accounts receivable/payable processing
- Assisting with day-to-day business operations
- Interacting with Laurium residents and the public

Required Qualifications:

- High school diploma
- Proficient in Microsoft office
- Excellent communication skills
- Experience using computers, copiers, printers, fax machines, phones, etc.
- Ability to multi-task
- Detail oriented

Preferred Qualifications:

- Knowledge of QuickBooks and/or Sage
- Moderate to advanced Microsoft Excel knowledge
- Knowledge of basic accounting principles

Salary is negotiable based on experience. Applicants will be considered an employee of the Village Council. Please submit resumes to clerk@villageoflaurium.com or mail to ATTN: CLERK, P.O. Box 627, Laurium, MI 49913-0627.

The Village of Laurium is an Equal Opportunity Employer.