

Job Opening

Temporary Office Assistant

The City of Bayfield is seeking a temporary office assistant for the next two to three months.

This person would help with a wide range of administrative functions such as answering phones/emails, greeting visitors, data entry, filing, sorting and distributing mail while providing variable support to all departments and the Mayor.

- Flex Office Hours 30 to 40/week
- Excellent Communication Skills
- Proficient in MS Office
- Hourly Rate is \$25.00

If interested, please email:
citydeputy@cityofbayfield.com
along with your application.
Letter of interest and resume optional.

