

Full-time Administrative Professional

The Board of Hancock County Commissioners is accepting applications for an administrative professional. It is necessary for the applicant to multi-task in a fast-paced office. Must have extensive computer skills, budgetary knowledge, and excellent communication and people skills. Job will include but is not limited to: Correspondence, mailroom, budgeting, accounts payable and receivable, ditch maintenance, annexations, indigent forms, prevailing wages, and attending public hearings/meetings with occasional evening hours.

Starting salary based upon experience.

Benefits: Retirement, Insurance, Vacation and paid Holidays

Please send resumes to Hancock County Commissioners, 300 South Main St., Findlay, OH 45840 by Friday, October 1, 2021. commissionerjobs@co.hancock.oh.us