

## **Administrative Assistant Position**

Saginaw County Road Commission is seeking an individual for the position of Administrative Assistant. Interested candidates should apply in writing stating qualifications, a complete resume, and references. Qualified candidates must be able to program and use Excel Spreadsheets, be proficient in Microsoft Word, and familiar with database programs. Qualified candidates shall have a minimum of four years experience as an Executive Secretary/Administrative Assistant or equivalent experience. Knowledge of governmental operations, business, and office administration would be a plus. Interested candidates should apply on a SCRC Non-CDL application form stating qualifications, including a complete resume with references and salary requirements. SCRC applications can be found on the website at [www.scrc-mi.org](http://www.scrc-mi.org) or are available at the administrative office at 3020 Sheridan Avenue, Saginaw, MI 48601. Applicant confidentiality must be requested in writing and position is open until filled. No phone calls, please.

Send application and resume to:

Saginaw County Road Commission  
Attn: Denise Hutchinson  
3020 Sheridan Ave.  
Saginaw MI 48601

*An Equal Opportunity Employer*