

Office Manager (Probation)

Seeking a responsible person for a full-time position.

Some of the duties include: oversee day-to-day operations of administrative processes; process invoices, purchase orders, and expense reports; assist with grant reporting and grant budgeting; coordinate meetings, appointments, and hearings; payroll reporting and tracking . Computer skills and attention to detail are necessary along with the ability to interact aptly with the public. Medical, vision, holidays, and retirement plan are part of the package.

The rate is \$47,050 per year. 35-hour workweek

Submit cover letter, resume and references to the
Commissioner's Office

County of Indiana
Attn: Melissa Miller
825 Philadelphia Street
Indiana, PA 15701