

Administrative/Accounting/Social Media Assistant

The City of Thorp is now accepting applications for an Administrative/Accounting/Social Media Assistant. Under the direction of the City Administrator and/or the Deputy Clerk-Treasurer, this employee may work on a variety of tasks including, but not limited to: general office work, light accounting work, and website and social media content management. Candidates should have a professional demeanor and appearance, and have excellent oral and written communication skills. Starting pay will be between \$8.00 and \$10.00 per hour depending on qualifications, and the position will average 10-15 hours per week. Interested parties should submit a resume and a City of Thorp job application (available at City Hall or at www.cityofthorp.com/employment-opportunitues/). This will be an ongoing recruitment until the position is filled.