

HELP WANTED

Traer Municipal Utilities
is taking applications for a
Part Time Office Staff Position
(30hrs/week)

This position is responsible for assisting in all day-to-day office operations for both TMU and the City of Traer.

Job duties include customer service, accounting, billing, payroll, accounts payable, cash receipts, banking, and government reporting.

Qualified candidates should have computer experience, particularly Excel and Word.

Applications can be obtained at:
Traer Municipal Hall 649 2nd Street
or

online at: www.traer.net

Applications should be turned in at Traer
Municipal Hall by June 2nd 2023

Traer Municipal Utilities is an Equal Opportunity Employer