

Office Administration Position

The City of Thorp is seeking applications for a full-time Office Administration Position. This position will provide general office support of a variety of clerical activities and tasks including answering incoming calls, managing the reception area, mail, requisitioning supplies, organize office communication, tax collection, pet licensing, utility billings and necessary activities on a day to day basis.

Wages are based on qualifications and experience. The City of Thorp offers a benefit package including participation in the Wisconsin Retirement System, health, dental and life insurance, holiday, vacation time and sick pay.

Please contact the Clerk's office via email at deputyclerk@cityofthorp.com or in person at 300 W. Prospect Street to receive and application. Send application and resume by noon on April 7, 2021 to Clerk-Treasurer Michele Pogodzinski, City of Thorp, P.O. Box 334, Thorp, WI (715)669-5371.

The City of Thorp is an equal opportunity employer.