

**WANTED OFFICE
ADMINISTRATIVE
ASSISTANT**

Full Time Position

**Hours: M-F
8 a.m.-4:30 p.m.
No weekends
or holidays**

**Proficient computer skills including
Quickbooks and Microsoft Office.
Customer service and staff communication
written and verbal required. Excellent
management skills with the ability to
multi-task and prioritize work. Professional
demeanor and willingness to learn and grow
with the company.**

**Good benefits with retirement plan.
Wage dependent on experience and knowledge.**

Equal Opportunity Employer

Bygland

DIRT CONTRACTING, INC.

Send resume to lynn@byglanddirt.com or

Bygland Dirt Contracting, Inc., 2587 250th St., Albion, NE 68620

