

**WANTED OFFICE  
ADMINISTRATIVE  
ASSISTANT**

**Full Time Position**

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

- Proficiency in Quickbooks, Microsoft Office and Excel.
- Excellent management skills with ability to multi-task and prioritize work.
- Customer service and staff communication.
- Great benefits included; health insurance, dental and vision insurance, retirement plan, life insurance, HSA.
- Wage dependent on experience.

*Equal Opportunity Employer*

**Bygland**

**DIRT CONTRACTING, INC.**

Send resume to [lynn@byglanddirt.com](mailto:lynn@byglanddirt.com) or

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

