

## **SWANN Seeks Administrative Services Specialist**

The Solid Waste Agency of Northwest Nebraska (SWANN) has an immediate opening for an Administrative Services Specialist. A complete job description is available at the SWANN main office. Qualifications include an undergraduate degree in Business, Office Management, Public Administration, Accounting or related field and 3 or more years of related experience, including grant/report writing, office management/accounting, payroll and HR experience. Any combination of education with additional work related experience substituting for the required education will be considered. Must be proficient w/ Excel, Quick Books and Word. Pay scale range from \$16.26/hr. to \$24.31/hr. Highly desirable benefit package includes paid holidays and vacation, retirement package, and family health insurance.

Call with any questions -- ask for Jack or Connie.

SWANN is an Equal Opportunity Employer. Position open until filled.

Main Office located @ 1010 E Niobrara St., Chadron, NE

8:00am-5:00pm Monday through Friday

308-432-4245