

NOTICE OF EMPLOYMENT

OFFICE ASSISTANT: The Houghton County Memorial Airport is accepting applications for a Part-time Office Assistant position. Proficiency in computer applications is required. Responsibilities include, but are not limited to, general office duties, parking lot duties, charter operations and customer service. A copy of the complete job description is available upon request. Applicants may apply Monday through Friday 10AM-4PM at the Houghton County Memorial Airport, Manager's Office, 23810 Airpark Blvd. Suite 113, Calumet, MI 49913. Deadline for submitting applications is September 20, 2021 at 4:00PM. Houghton County is an Equal Opportunity Employer.

JANITORIAL: The Houghton County Memorial Airport is accepting applications for a permanent part-time Janitorial position for the Houghton County Memorial Airport. A copy of the complete job description is available upon request. Applicants may apply in person Monday through Friday 10AM-4PM at the Houghton County Memorial Airport, Manager's Office, 23810 Airpark Blvd. Suite 113, Calumet, MI 49913. Deadline for submitting applications is September 20, 2021 at 4:00PM. Houghton County is an Equal Opportunity Employer.
