

NOTICE OF EMPLOYMENT

ADMINISTRATIVE ASSISTANT: The Houghton County Memorial Airport is accepting applications for a Full-time Administrative Assistant position. Proficiency in computer applications is required. Provides administrative support to ensure efficient operation of the Airport Administration office. Supports manger and employees through a variety of tasks related to organization and communication. May direct and lead the work of others. A copy of the complete job description is available upon request. Applicants may apply Monday through Friday 10AM-3PM at the Houghton County Memorial Airport, Manager's Office, 23810 Airpark Blvd. Suite 113, Calumet, MI 49913. Deadline for submitting applications is December 3, 2021 at 3:00PM. Houghton County is an Equal Opportunity Employer.
