

Help wanted:

The Phillips County Landfill is seeking a full-time office manager. A high school diploma or equivalent is desired. Applicant should have basic computer skills including Microsoft Office Word and Excel. Experience with Quickbooks is preferred. Bilingual is a plus but not a condition of employment. The pay range is \$32,030 - \$38,302 with excellent benefits. For a complete job description, please contact Bill Andrews, Landfill Manager, at 970-854-2166. The application is available at the Administration Office at 221 S Interocean Ave., Holyoke, CO or online at <https://phillipscounty.colorado.gov>. Position opened until filled. Phillips County is an Equal Opportunity Employer.