



Mike Harma
Manager
airport@gogebiccountymi.gov

E5560 Airport Road
Ironwood, Michigan 49938

Confidential Secretary
iwd@flyfromironwood.com

Phone: (906) 932-3121
Fax: (906) 932-4401

August 16, 2018

Help Wanted—Airport Secretary

Confidential Secretary to the Airport Manager, performing a variety of supportive clerical tasks, serving as receptionist, typist, and bookkeeper for all account transactions. Ability to set up and type correspondence, enter financial/statistical data necessary to create reports and budgets. Maintain Airport personnel files and process personnel transactions. Knowledge of all office procedures including typing, bookkeeping, use of computer, scheduling, filing, etc., experience preferred. Supervision is general, received from the Airport Manager. Starting wage is \$16.71 per hour plus benefits.

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Gogebic-Iron County Airport Manager's Office, E5560 Airport Road, Ironwood, Michigan or download application from flyfromironwood.com. Applications must be returned by 3:00 p.m., Friday, August 31, 2018. Gogebic-Iron County Airport is an equal opportunity employer.

Gogebic-Iron County Airport Board

Jeff Wasley, Chairman ▪ Joe Bonovetz ▪ Pat Hanson ▪ Paul Mullard ▪ Jim Oliver

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