

ADMINISTRATIVE ASSISTANT

The McNairy County Solid Waste Office
is accepting resumes for a
part-time administrative assistant.

Position is for 25 hours a week.
Responsibilities include bookkeeping,
waiting on customers, answering
phone and mailing.

Experience and references are preferred.

Must have high school diploma or
equivalent and pass drug screen.
**Resumes can be mailed or left at the
McNairy County Solid Waste Office,
170 W. Court Avenue Room 102,
Selmer, TN 38375**

*McNairy County is an Equal Opportunity Employer
and Title VI Compliant.*