

Looking to fill part-time and/or full-time temporary positions in our administrative office.

This position is open now and will go through sometime in June. Monday – Friday with some Saturdays.

It entails working with our team to verify information in our new computer system which will transition into helping during our busy assessment season. The position requires accurately entering data into our computer programs, posting payments, and distributing required paperwork in a fast-paced environment while keeping all information confidential.

Qualifications:

- Must have accurate data entry skills.
- Ability to keep information confidential.
- Be detailed orientated and organized.
- Have the ability to work in a hectic, fast paced, sometimes stressful environment.
- Maintain good customer service relationships.
- Be dependable.

To apply, please submit a resume to admin@TreasureLake.us or complete an application on our website or at our office at: 329 Towne Center Circle in Treasure Lake.



Treasure Lake is an EOE.