

TEMPORARY POSITION AVAILABLE

Town of Collbran is seeking front-office clerical staff, temporary position while staff is on temporary leave.

****Excellent customer service skills required****

Duties include answering phones, helping customers at the front counter, computer data entry, utility billing, cash handling experience a plus, filing, organizing projects, help with events, etc.

Send cover letter, resume and completed application to townmanager@townofcollbran.us or deliver to Town Hall, 1010 High Street, Collbran

