

Campbell County Weed & Pest District

P.O. Box 191 * Phone 307-682-4369 * Fax 307-686-8167

Gillette, Wyoming 82717-0191

Position: Seasonal Office Assistant

Wages: Competitive wage DOE, some overtime may be available

Minimum Requirements: At least 18 years of age

Employment Period: Approximately May 15-September 1, this is an at will employment and your position can be terminated at any time

Schedule: Monday – Friday 8:00 AM – 5:00 PM

Job Duties and Tasks (along with any other tasks that are assigned by a supervisor):

- Assisting customers
- Answering phone calls
- Load and unload product
- Fill sprayers
- Drive forklift

General Ability/Knowledge

- Be willing to learn our procedures and practices
- Be willing to learn our Point-of-Sale and Inventory System
- Have good customer service skills
- Be able to use or willing to learn Microsoft Excel and Word
- Be able to lift 50 lbs.

Other requirements:

- Valid Driver's License
- Clean driving record

