

Comanche County District #1 Maintenance Facility is looking for office help. This person's responsibilities may include but not limited to: answering phones, taking messages, creating PO's, and creating/maintaining spreadsheets in Excel.

Previous experience is a plus, but willing to train the right individual. Must be able to pass a drug screen. Driver license is required.

District 1 is an Equal Opportunity Employer.

Application for this position will be open from June 17- June 27, 2024.

Please pickup an application at District 1 Maintenance Facility 13140 NE Kleeman Rd., Elgin, OK 73538.