



# Sherman County Road Department

47584 Hwy 92 Loup City, Nebraska

Phone: 308-745-1524 / Fax: 308-745-0177

Eric Person, Hwy Superintendent

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## FULL-TIME JOB OPENINGS

The Sherman County Road Department is currently accepting applications for a full-time Office Manager. Position will work a 40-hour week. Ideal applicants should have an attention to detail, excellent customer service skills, prior office experience with typing, data entry, word processing, Excel, Word, computer, filing and telephone etiquette. Competitive wage and benefit package is offered, including paid holidays, vacation, sick leave, health insurance for employee and 401 K Retirement Plan. Applications can be obtained at the Sherman County Road Department, 47584 Highway 92, Loup City, NE 68853. The position will be considered open until filled. Call 308-745-1524 for information or questions. Sherman County reserves the right to hire the most qualified individual for the available position. Sherman County is a drug-free workplace, EOE/Veterans preference.