



## **NOW HIRING: FINANCE AND HR ASSISTANT**

The **LAKE COUNTY ROAD COMMISSION** will now be taking job applications for the position of Finance and HR Assistant.

Completion of high school diploma or GED is required. Successful candidates must possess a valid Michigan Driver's License. Candidates must be able to operate a computer at a skilled level. Candidates will assist the Finance and HR manager and Manager with various duties along with having responsibilities of their own (such as payroll, accounts payable, taxes, etc....).

This is a permanent full-time position with benefits. Please apply at the Lake County Road Commission office in Baldwin. Applications can be obtained at the office or on our website at [www.lcrc-roads.com](http://www.lcrc-roads.com).

Application deadline is **July 3<sup>rd</sup>, 2026**. Any applications submitted after the deadline will not be considered.