



FULL TIME OFFICE PERSONNEL

City of Guthrie Center/Guthrie Center Municipal Utilities is now accepting applications for full time office personnel.

Duties include customer service, working knowledge of Word and Excel. Must have the ability to prioritize, plan and schedule work load. Attention to detail and strong work ethic required, including maintaining an exemplary level of attendance & punctuality. Benefits include health insurance & IPERS.

Applications accepted until 4 pm May 24th. Applications available at City Hall or www.guthriecenter.com Applications submitted to:

City Hall
400 State Street
Guthrie Center, IA 50115

EOE, Applicants subject to pre-employment drug testing and computer testing.