



WAYNE COUNTY
COMMISSIONERS

Dave McMillen ★ Matt Martin ★ Jonathan Hofstetter

JOB ANNOUNCEMENT
Office Services Coordinator
(Part-Time)

Job Stability! ● Great Benefits! ● Great Retirement System!

Are you organized and enjoy assisting with everyday office work flow? If so, the Wayne County Commissioners' Office might be a great fit for you! The Wayne County Commissioners are looking to fill this part-time position. This position will work approximately 25 hours per week (mornings, Monday through Friday). We offer 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year)!

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Prepares jobs for printing on computer using word processor; runs printer and duplicator along with folders, finders, and hole punch machines to create a finished product for county offices; boxes jobs and arranges for delivery or pick up of the finished product (i.e. schedules jobs, establishes priorities and ensures work meets quality standards, cleans and maintains equipment).
- Takes inventory and orders supplies from multiple vendors, for all county employees; verifies deliveries match orders; contacts representatives of supply companies regarding paper and other supplies; reviews pricing to maintain a competitive pricing list; fills supply orders and arranges for delivery or pick up of the supplies.
- Documents supply orders and printing jobs to ensure proper billing to the correct departments.
- Prepares and maintains billing and records, reports, and other documentation such as job costs, jobs completed, departmental costs, etc.
- Communicates with vendors, elected officials, professionals, and department personnel regarding printing and supplies-related costing issues.

Qualified applicants must complete an employment application (downloadable from <https://www.wayneohio.org/employment-opportunities/>) and email it to waynecountyhr@wayneohio.org or drop it off at the Wayne County Commissioners' Office: 428 West Liberty Street, Wooster, Ohio 44691, Attn: Katie Dailey. Questions can be directed to 330-287-5497.

Deadline to apply: February 10, 2025.

Wayne County is an Equal Opportunity Employer