

**Town of Long Beach**  
**BUILDING COMMISSION**  
**SECRETARY**  
**Part-Time-20 Hours/Week**

The part-time Building Commission Secretary will transcribe and prepare all Building Commission meeting minutes and build and maintain various MSEXcel spreadsheets. Must be able to attend all on site and virtual Building Commission meetings.

High school diploma or GED is required.

Must be proficient with MSWord and MSEXcel.

Previous transcription experience preferred.

**Qualified candidates-send resume to:**

P. J. Krueger-HR Solutions, LLC  
2608 Oriole Trail Long Beach, IN. 46360

**Email: [pjksphr@comcast.net](mailto:pjksphr@comcast.net)**