



# WE ARE HIRING!

Seasonal Clerical Intern

May through August 2025


\$18.50/hr

- Fast learner and adaptable
- Good communication skills
- Good sense of humor
- Enjoy working in a team and individually
- Job Duties include: Answering phones, recording resident requests, inventory, data entry, sorting and filing, and any other job duties assigned by HR/Finance Director and/or Payroll Clerk

**DEADLINE:**

**Open until filled**

**Submit your Resume and  
Application :**

 [jobs@midlandroads.com](mailto:jobs@midlandroads.com)