

Town of Norway Permit Technician- Part- Time

The Town of Norway is seeking a part- time Permit Technician with exceptional attention to detail and excellent customer service, general office and organization skills. Knowledge of the construction industry is preferred. The position is responsible for answering the building inspection phone, issuing permits, entering permits into permit log, reconciling monthly permit reports, department deposits, filing, faxing, copying and scanning. Other duties may also be assigned. This position is part-time only, with hours up to 20 hours a week, hours are flexible. Please send resume to: Town of Norway 6419 Heg Park Rd, Wind Lake, WI 53185 or email to info@townofnorway.org . First review of applicants will be February 9th, 2018 or until position is filled.

The Town of Norway is an equal opportunity employer.