

# W A P A K O N E T A DAILY NEWS

The Wapakoneta Daily News is looking for an Office Administrator. Candidate must process invoices, process accounts payable invoices, manage accounts, subscription entries, payments, prepare end of the month reports. This candidate is responsible for making phone calls to existing & new subscribers. Qualified candidate should have excellent communication skills, interpersonal skills, work independently, manage tasks & meet deadlines. Comfortable on PC Intermediate MS Office computer skills: Outlook, Word, Excel. We offer competitive salary & benefits.

Please send your resume to Adam Parsons, Publisher at

**[publisher@wapakwdn.com](mailto:publisher@wapakwdn.com)**