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CENTERVILLE HOMES, INC.
WHERE QUALITY COMES FIRST

Centerville Homes is seeking a **Part-Time Office Manager (20-30 hours/week)**. Must be outgoing, organized, personable, multi-tasking, highly motivated, and trustworthy for our family-owned modular home dealer in Centerville, WI.

The ideal candidate will be responsible for the following clerical duties (but not limited to):

- Corresponding with customers and sub-contractors via phone calls and emails.
- Managing and distributing information within office personnel.
- Maintaining files which includes customer and sub-contractor forms and set schedules.
- Must have experience with Quick Books. Verify invoices for accuracy, authorizes office purchases, weekly payroll and payroll expenditures.
- Communications with Banks and Title Companies.
- Prepare and send out invoices to our customers.
- Microsoft Office 365 programs.
- Must have experience with payroll and taxes.

If you are interested in working in a fun, friendly, fast-paced environment, please apply in person with resume at W25345 Todd Road, Trempealeau. Monday-Friday.



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FULL TIME & PART TIME POSITIONS AVAILABLE:

Sales, Inventory Team, Manager Trainee

Must have excellent people skills and be detail oriented. Career advancement and benefits available. Retail experience preferred but not required.

Additional \$3.00 per hour or weekend hours.

Apply in person at:
MENARDS
1075 Frontenac Dr.
Winona, MN



507-452-1262
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Centerville Homes is looking for an experienced **Carpenter and Laborer**. Carpenter must have knowledge in framing, stairs, decks, and trim. Laborer must have general construction knowledge. Monday-Friday 7:00am-3:30pm with some Saturdays.

Apply at:
Centerville Homes, Inc.
W25345 Todd Road
Trempealeau, WI 54661



CENTERVILLE HOMES, INC.
WHERE QUALITY COMES FIRST

NOW HIRING

FULL TIME ENVIRONMENTAL COORDINATOR

\$34.41 to \$45.87 per hour

Medical, dental, and paid leave benefits begin on first day of employment. Learn more and apply online by August 3rd at www.winonamn.gov



CITY OF WINONA
MINNESOTA
EOE

NOW HIRING

FULL TIME ADMINISTRATIVE ASSISTANT

\$25.11 to \$33.48 per hour

Learn more and apply online by July 27 at www.winonamn.gov



CITY OF WINONA
MINNESOTA
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WANT EXTRA CASH!? DELIVER THE WINONA POST!



Walking Routes Available to Deliver the Winona Post in Winona and Goodview!

Carriers also needed in Lewiston!

For route locations call or email the Winona Post:
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When emailing or leaving a message, please include your name and phone number.

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This is an independent contractor position. All qualified people are encouraged to apply regardless of race, religion, gender, sexual orientation, national origin, disability, age, or veteran status.

CARRIER NEEDED

to deliver the **WINONA POST** in Fountain City, WI

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Contact us at: **507-454-6666** or transport3winona@gmail.com

notice

1958 CLASS REUNION, WHS Reunion September 9th, 2026. Westfield Gold at Noon, order off menu. Please let me know if you're coming so I can give them a count to set up tables. Email me at: Breezy5862@yahoo.com or leave a message at 507-615-0207. Thanks Ellie Gaedy Matthees.

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