



310 Central Avenue South | PO Box 8 | Bertha, MN

BERTHA-HEWITT ISD 786

www.isd786.org | Phone: 218-924-2500 | Fax: 218-924-3252

Eric Koep, Superintendent | Karla Weishalla, Principal | Dave Mills, Dean of Students / Activities Director | Brooke Singsank, Business Manager

Bertha-Hewitt School
is currently accepting applications for a

Part-Time Business Office Assistant

We are seeking a part-time (20 hours per week) Business Office Assistant to join our team. The ideal candidate will assist with general office duties, including data entry, filing, handling phone inquiries, and supporting the business office with various administrative tasks. Attention to detail, organizational skills, and a friendly demeanor are key. If you're looking for a flexible role in a supportive environment, we'd love to hear from you!

Application can be found at www.isd786.org/employment

Email letter of application, resume' and
any other information to:

Eric Koep, Superintendent eric.koep@isd786.org

218-924-3260

Bertha-Hewitt School ISD #786

310 Central Avenue South

Bertha, MN 56437

Position open until filled.

Great school, awesome community, and even better students!

Come and see what a small school can offer you!

Bertha-Hewitt School is an Equal Opportunity Employer.