

ADMINISTRATIVE ASSISTANT

The Pinery Water and Wastewater District is seeking an energetic administrative professional who will provide exceptional customer service. The Pinery WSD is a water and wastewater service provider located in eastern Douglas County dedicated to providing "Quality Water for LIFE" to nearly 15,000 customers. If you are interested in joining a team that values integrity, accountability, collaboration, communication, and safety please submit a resume and cover letter to EmilyE@pinerywater.com.

General job duties include but are not limited to:

- Conducts front office activities, greets public and handles inquiries in person and on the telephone
- Maintains customer records and website accounts,
- Assists with banking activities.
- Supplies information to various outside agencies, title companies, District Accountant and District General Counsel.
- Interacts with owners/contractors regarding forms, fees, inspections and testing, and receiving tap fees and other payments
- Updates data files and reports.
- Provides administrative support for the District, including purchasing supplies and distributing the daily mail
- Assists in preparing the monthly informational customer newsletter,
- Performs other duties as assigned or required.

Candidate must:

- Be detail-oriented with the ability to prioritize tasks and meet deadlines;
- Effective at multi-tasking;
- Have excellent interpersonal and communication skills and be able to manage effectively difficult or emotional customer interactions;
- Have a strong sense of collaboration and teamwork;
- Demonstrate accuracy and thoroughness in work products;
- Have strong proofreading skills and be proficient in MS Word, Excel, Powerpoint and Outlook; and
- Have a High School diploma or G.E.D.

No prior experience or training necessary however working knowledge of computers and Microsoft software product helpful. Must satisfactorily pass a criminal background check and drug test prior to commencement of employment.

Compensation is dependent upon qualifications; starting pay is targeted between \$18.75 - \$25.50 per hour. This position is a part-time position averaging 20 hours per week. Schedule could be fixed or flexible.

Submit a cover letter and resume to EmilyE@pinerywater.com. This position is open until filled.