



OFFICE ASSISTANT

Water & Wastewater Services is currently looking to fill the position of Office Assistant. The position is located in our main offices just outside of La Conner Washington. Office hours are generally 8:00 a.m. to 4:00 p.m. Monday through Friday, however some travel to off-site offices may be required. The position hours can be flexible for the successful applicant. Water & Wastewater Services is a small, fast paced utility management company that handles over 5,000 customers.

DUTIES INCLUDE:

- Assist Office Manager and Utility Billing Manager
- Answer Phones
- Filing and maintenance of customer files.
- Enter in meter readings and create consumption reports.
- Keep WFI's and WQMR's Updated in binders and distribute to operators for system binders.
- Schedule Classes/ Book Rooms for Classes as needed
- Maintain the Company Profile
- Maintain the emergency contact phone book.
- Create & Distribute operator Timesheets
- Order Office Supplies
- UULC Set Up & Updates for Systems as needed
- Publish and Manage Job Postings
- Set up Job Interviews (call applicants, send directions, produce interview packets)
- Fill out Septic Inspection forms for County and Customer
- Various Tasks for Water (Arsenic Notification Letters, etc.)
- Update company policies and procedures as needed.
- Distribute locates to correct operators
- Assist in billing and large mailings
- Assist in customer notifications including shut off/boil water, etc
- Drop off mail as needed
- Do bank deposits as needed
- Go to the County as needed
- Assist water department as needed (sampling, log sheet updates, road permits, locates, etc.)

QUALIFICATIONS:

Candidate must have a positive attitude and proactive approach to work. Must have excellent customer service skills and writing, punctuation and grammar skills; Work experience commiserate of the requirements in a fast paced and small office environment are required. The ability to multitask effectively: detail oriented; be proficient on a PC and the Microsoft Office suite; and exposure to



customer billing software is preferred. A clean, valid WA state driver's license is required. Water & Wastewater Services is a drug-free company and the ability to pass a drug test is required.

COMPENSATION:

Salary is dependent on qualifications with a range of \$25-35,000. WWS offers a full benefit package, Simple IRA retirement savings plan matching incentive, and a flexible and casual dress working environment.

Please send Resume and Cover Letters to the following:

Water& Wastewater Services, LLC

Attn: Patty Dannenmiller

14263 Calhoun Road

Mount Vernon, WA 98273

For questions please call: 360-466-4443 x205