



Serving the Svensen Community since 1938

WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Wickiup Water District - Temporary Office Administrative Assistant

Pay: \$25.00/hour and a 25 hour week schedule.

Wickiup Water District (WWD) is seeking individual to fill the role of temporary Office Administrative Assistant. Previous experience in office administration, payroll processing, account management, customer service and payment processing is preferred. Candidates should have experience in an office environment and be familiar with office computing products. Familiarity with Quickbooks, utility software or similar is preferred. A strong work ethic and attention to detail are essential. This is a temporary position and is non-benefit position except those mandated by law including Oregon Sick Leave.

Duties and Responsibilities:

- Attend to customers in person and on the phone.
- Answer phones and answer questions or direct the caller to appropriate persons.
- Use customer management software and other office software.
- Open and separate mail.
- Process customer payments.
- Printing and mailing of customer bills and other information as needed.
- Filing documents
- Preparing Bank Deposits
- Maintain office/maintenance supply inventory and order supplies as necessary
- Additional expanded duties will include payroll processing, accounts payable and miscellaneous billing. This will include attending monthly Board Meetings as requested.

General Requirements and Qualifications:

- High school degree or equivalent educational experience; post-secondary education or other work experience a plus.
 - Must be 18 years of age
 - Computer Proficiency with expertise in Microsoft Office Suite (Word, Excel, PowerPoint), Google email management, and other relevant software.
 - Ability to physically stand, bend, squat, and sit for prolonged periods.
 - Positive attitude and excellent work ethic including confidentiality and handling sensitive information with discretion.
 - Able to work independently or collaboratively as a member of a team
 - Excellent interpersonal skills and communication with District team and customers
- Oregon PERS/Public Service Retirement Plan (OPSRP) eligibility based on length of employment and hours.

The Wickiup Water District is an Equal Opportunity Employer.

Positions are open until filled.