



Position Title: Administrative Assistant (part-time)

Salary: \$1,200.00 monthly (10 hours per week)

Benefits: Remote work, 50% of internet paid, flexible schedule

Job Description

The position would be responsible for answering the district phone week days from 8:00am to 5:00pm Monday through Friday. The district receives an average of one or two calls daily. The expected workload is up to 2 hours per day, totaling 10 hours per week.

Examples of Duties

- Daily payment processing and billing
- Customer inquiries including; service orders, move-in/move-out requests, billing questions and general customer service
- Payroll processing and general accounting entries into Quick Books online
- Cross connection data entry
- Assist with Board packet preparations
- Records management
- Web site updates
- Some on-call responsibilities consisting of answering after hours calls
- Other job duties as assigned

Qualifications

- High School diploma or equivalent
- 3 years of customer service experience
- Good communication skills
- General knowledge of standard office equipment and functionality
- Self-motivated