



**KRMA is currently seeking an Administrative Assistant to join their team.  
This position offers a competitive wage and benefit package.**

## **ADMINISTRATIVE ASSISTANT POSITION AVAILABLE**

**This position facilitates the efficient operation of the organization by performing a variety of clerical and administrative tasks.**

### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Answer telephones, coordinate messages, distribute mail and deliveries if needed.
- Daily data entry as assigned.
- Welcome/direct visitors and maintain office reception area.
- Monitor KRMA and remote site cameras.
- Oversee archived document organization and storage.
- Handle all septic ticket sales and associated data input.
- Maintain/monitor efficient operation and cleanliness of the Hauled-in area.
- Attend board meetings and other meetings as assigned.
- Support other team members with various administrative tasks as directed.

### **MINIMUM REQUIREMENTS:**

- High school diploma or equivalent.
- Microsoft Office Suite Applications certification preferable.
- 2+ years of experience in office administration.
- Excellent verbal and written communication skills.
- Basic understanding of clerical procedures and general office equipment.

**The Kankakee River Metropolitan Agency (KRMA) provides wastewater treatment to the four communities of Kankakee, Bradley, Bourbonnais, and Aroma Park. KRMA's residency requirement states that any successful candidate must reside within Kankakee County.**

### **How to Apply:**

Qualified individuals should submit a letter of interest and resume to: Kankakee River Metropolitan Agency, 1600 West Brookmont Blvd., Kankakee, Illinois 60901, Attn: Melanie Gossett. Faxes may be sent to (815) 933-0104. Electronic submissions also accepted at [resumes@krmawastewater.com](mailto:resumes@krmawastewater.com).

Resumes will be accepted until **Friday, June 17, 2022** close of business. No phone calls or walk-ins please.

**THE KANKAKEE RIVER METROPOLITAN AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER**