

Glide Water Association

Office Assistant Position Opening

Glide Water Association is seeking to fill a part-time Office Assistant Position.

Pay Scale Range: \$17/hr. - \$19/hr. (Experience will determine placement in Pay Scale.)

Requirements:

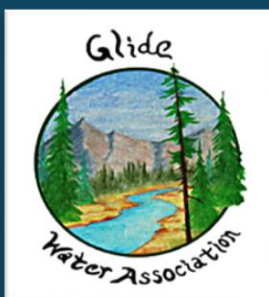
- The Office Assistant must be able to multi-task and work well with direction from multiple people
- Proficient knowledge and skills in Microsoft Office 365 (Excel, Word and Publisher)
- Strong communication and customer service skills
- Able to quickly learn software programs
- Well-organized and detail oriented
- Self-starter and able to manage time and tasks with or without direction
- High School diploma (or equivalent)

Job Summary:

- This individual will oversee daily office tasks
- They will be working with Customers and Employees on a regular basis, and must have a friendly and professional demeanor
- Assist with bookkeeping activities, accounts receivable, accounts payable, payroll, generating invoices, managing customer accounts, late notices etc.
- General Office Tasks (answering phones, filing, paperwork, etc.)

For questions, please contact the Office at 541-496-3614 or email glidewaterassociation@gmail.com.

The job posting will be open until filled. Applications will be on our website (<https://glidewaterassociation.com>) and at Glide Water Association's office (351 Bobcat Lane Glide OR 97443).



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Po Box 384 Glide OR 97443

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