



PO BOX 123
Port Orchard, WA 98366
360-876-09580

Office Assistant – Reports to **Operations Manager**

Starting Pay: **\$18**

Employment Type: **Full Time**

Job Overview

Northwest Water Systems is a Water Management Company that maintains over 800 water systems statewide. In business since 1981, we've established a trusting relationship with our clients. We are hiring an Office Assistant to join our team to help with day-to-day operations. If you're a passionate self-starter, Northwest Water Systems is a great place to grow your skillsets and career.

Responsibilities for Office Assistant:

- Answer phones and schedule for our repairs department.
- Provide callers with the most up-to-date information regarding their repair.
- Answer phone calls and direct callers to the appropriate party.
- Process payments, vendor billing and invoice clients for work done.
- Perform other administrative support tasks for each department (Water Quality, Reception, Communications etc...)

Qualifications for Office Assistant:

- High school diploma or general education degree (GED) required.
- 1-3 years of relevant experience in an office setting, preferably in an administrative or accounting role.
- Excellent organizational skills, ability to prioritize, and comfortable working independently.
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation.
- 1-3 years of QuickBooks experience preferred.
- Strong attention to detail.
- Proficient computer skills and ability to operate general office equipment.