



**RAPID VALLEY SANITARY DISTRICT - WATER SERVICE
ADMINISTRATIVE ASSISTANT**

Qualified applicants will:

- Possess a high school diploma or equivalent and have previous experience in administrative related duties
- Possess intermediate knowledge of Microsoft office products to include Outlook, Word, Excel, Powerpoint.
- Be courteous and possess a professional demeanor for dealing with customers in person and on the phone
- Possess basic knowledge of accounting and math skills
- Possess basic conflict resolution skills, and ability to deal with difficult people
- Possess a desire to learn new things and take initiative to develop professionally

Duties include but are not limited to:

- Assisting in daily operation of office: answering the phone, accepting payments, opening customer accounts, and assisting vendors and contractors
- Maintaining quality customer service
- Accepting payments, posting payments to accounts, preparing, and making bank deposits and processing new customers accounts
- Assisting in maintaining accurate information for customers accounts to include payment information and property meter information
- Preparing and processing and executing customer billing schedules
- Scheduling of daily work orders for the service team
- Assisting with maintaining of District digital platforms to include website and social media
- Miscellaneous office duties to include ordering of supplies, maintaining inventory, basic maintenance of office equipment
- Other duties as assigned by General Manager and Office Manager



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Benefits Package:

- Company paid health insurance
- Dental Insurance
- Eye Insurance
- Life Insurance
- Short-term disability Insurance
- SD State Retirement with company match
- Paid Vacation
- Paid Sick Leave
- Paid Holidays

Compensation:

- Starting wage for this position is \$19.40 per hour.
- Please email resumes to sbender@rapidnet.com

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