

Swinomish Housing and Utility Authorities

Job Announcement

Office Assistant

The Swinomish Housing and Utility Authorities are accepting applications for a full-time (40-hour week) Office Assistant. **This office is open Monday through Friday from 8:30 to 5:00.** Starting pay will be determined depending on experience with a full benefits package.

General Duties Include:

**The most important portion of this job is to answer phones, take payments, answer common customer questions and making sure the customer is directed to the proper person to answer their questions. Since this is such an important part of the job, good attendance is required.**

- Take work orders and post. File completed work orders.
- Receiving payments and receipting them. This will require some computer usage. Balancing daily receipts
- Maintain records of customer billings. Copy and file monthly statements.
- Maintain water shut off list and help prepare notices as needed.
- Prepare checks for mailing.
- Assist other employees in completing their work, ie. making copies, faxing, scanning and other duties as needed.
- Order all office supplies. Keep the office, lobby and kitchen in a neat order.
- Be able to learn different types of software and assume new duties as assigned.

Candidates for this position must meet the following requirements:

- Be a high school graduate or have a GED certificate
- Have a valid Washington State Driver's License.
- Be able to pass a drug test and background check.
- Have the ability to perform basic math.
- Be able to take messages and basic writing skills.
- Have good customer service skills and enjoy working with the public and their co-workers.
- Work respectfully and confidentially with customers, vendors, governmental entities, the general public and fellow staff.
- Be able to lift 25 lbs.

Desired skills for this position:

- One year of experience in a related field.
- Calculator and typing skills.
- Familiarity with office tasks and machines.

Interested candidates must submit a Tribal application, provide a current resume, including current or most recent job references, and submit a letter of interest that detail their experience, reasons for applying for the job and why they should be hired for this position.

Application must be delivered to the Housing/Utility Authority offices no later than 5:00 p.m. November 13, 2018.

The offices are located at: 17547 First Street (P.O. Box 677), La Conner WA 98257. Please call 360/466-4081 or 466-4083 with any questions.