



West Vernon Parish Waterworks District is now accepting applications for the position of Part-time Office Assistant.

Qualifications Necessary:

- Must have completed high school with a diploma or equivalency
- Must have a clean driving record
- Must be able to pass a drug screen
- Must be proficient with MS office
- Must be able to be flexible with the weekly work schedule including the willingness to be called in on short notice in the event of office staff absence
- Have strong organizational skills
- Have a working knowledge of office equipment operations
- Must be able to interact and communicate effectively and positively with co-workers, board and customers to establish and maintain a positive working environment
- Possess time management skills
- Be self-motivated and disciplined
- Be able to undertake a variety of office support tasks and work diligently under pressure
- Must have proven experience as an office assistant or another relevant administrative role

Duties and Responsibilities:

- Answering the phone and taking messages
- Issue work orders while responding to requests or issues
- Collect and process payments
- Maintain file system
- Routine data entry
- Drafting correspondence
- Perform other assigned duties that are within the area of knowledge and skills required by the job description

REFERENCES ARE REQUIRED

NO PHONE CALLS PLEASE!

Interested applicants may apply in person at:

5292 Hwy. 171 - Anacoco, LA 71403, between the hours of 8 a.m. to 4 p.m. and the office is closed for lunch from 12:00 p.m. to 1:00 p.m. We are open Monday - Friday and closed on Saturdays & Sundays.

Resumes can be forwarded by email to: wwwater@gmail.com

Resumes may be MAILED to:

WVPWD

P.O. Box 400

Anacoco, LA 71403

