

Full-time Receptionist/Administrative Assistant

Entranosa Water & Wastewater Association is currently looking for a full-time Receptionist/Administrative Assistant, Monday thru Friday 8:00am to 4:30pm. Full benefits available with pay starting at \$12-\$13/hour. This position provides administrative/secretarial support for the company such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries. This position also assists in receiving payments and posts, balances, monitors, and reconciles daily receivables. Must possess proficient computer skills that include word processing, e-mail, pdf and various billing/payment applications as required.

MINIMUM EDUCATION AND EXPERIENCE:

High School Diploma or GED. Three to five years experience directly related to the duties and responsibilities specified.

LICENSES/CERTIFICATIONS REQUIRED:

Valid New Mexico driver's license or the ability to obtain it within 6 months of hiring.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to communicate effectively, both verbally and in writing.
- Organizing and coordinating skills.
- Ability to analyze and solve problems.
- Proficient in word processing and/or data entry skills.