

Description:

Provo River Water Users Association is seeking applicants for the Part-time position of Administrative Assistant. A copy of the full job description is available at <http://www.prwua.org/employment/>

Qualifications:

The successful applicant will possess, through prior training and work experience, the skills outlined in the job description. Preference will be given to applicants with the following skill set:

- Bookkeeping experience
- Intermediate to advanced Microsoft Excel skills
- Intermediate Microsoft Word skills
- Intermediate Microsoft Publisher skills
- Proficiency in professional writing and grammar skills

Self-starters with excellent computer and writing skills will be given preference. A background check and post-offer drug test will be required of the selected candidate.

Responsibilities:

The Administrative Assistant provides support to Shareholders, Board of Directors, and managerial staff, performs administrative tasks, maintains a productive work environment, and performs basic bookkeeping tasks.

Additional Info:

Please send the following items in order to apply:

- Resume
- A brief original writing sample, such as a resume cover letter
- At least two business references, one from a supervisor and one from a co-worker.

Resumes and attachments must be received by 5:00PM Thursday, December 14, 2023, to be considered. Please email documents to officeadmin@prwua.org