

**Job Opening- Office Assistant**

**Ventura River Water District**

**Hours:** M-F 9:30 am-4:30 (**30 Hours Per Week**)

**Pay:** \$18-\$32 hour DOE

Open until filled

**Requirements:**

- High School Diploma or GED
- Proficient in Word and Excel
- Experienced with learning and adapting to multiple computer/software systems
- Excellent Customer Service skills
- Excellent communication skills (written and verbal)

**Duties:**

- Customer facing, on site position
- Provide assistance to Water District customers
- Works closely with Utility Field Staff
- Answer phones calls, remedies customer complaints, errors, etc.
- Receive customer payments
- Data entry
- Reception tasks
- Process invoices
- Record Keeping
- Manual and Digital Filing
- Payroll
- Report Preparation

Please review full job description and application at [www.venturariverwd.com](http://www.venturariverwd.com)

Apply online by sending your application and resume to [emily@venturariverwd.com](mailto:emily@venturariverwd.com) or in person at 409 Old Baldwin Rd Ojai CA 93023. Applications received without a resume will not be considered.