

ADMINISTRATIVE ASSISTANT

Reporting:

Reports to the Office Manager, with some work being assigned by General Manager and Operations Manager.

Position Qualifications:

Education:

- Education: Position requires a high school diploma or GED.

Professional:

- A valid Texas Driver's license
- 3 year's actual experience with collection of cash, account receivables and account of cash draw balances at the end of day and record keeping and filing.
- Public relation skills
- Experience with general office equipment such as facsimile, credit card, and computer equipment
- Experience with Microsoft Office Software
- Must be insurable under the WSC's vehicle liability issuance policy.

Job Responsibilities:

- Assists Office Manager in preparation of agenda, notices, materials, board presentations, and reports as needed for Board Meetings; posts agendas at proper time and place; attends and takes minutes at regular and special Board Meetings. Works with Board Secretary to prepare minutes.
- Performs and/or directs special projects such as mailing notices, materials and newsletters, annual lead and copper testing, or other special notices.
- Develops and maintain filing plans for General Manager, Office Manager and Field Operations Manager.
- Provides data for renewals of insurance, maintains insurance records and reports.
- Enters data for renewals of insurance, maintains insurance records and reports.
- Enters data, prepares reports, complies monthly and annual Operations Report, types, copies and mails correspondence as required.
- Assist Office Manager with annual election of Directors. Including preparing joint election agreements, preparing election documents for potential directors and current directors, sending notices to news agencies and assure all notices are posted timely. Assure all post-election results are submitted properly.
- Preparing business correspondence, typically using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Assist with monitoring work orders and communication between billing office, accounting office and service department is running efficiently.
- Investigate problems with customer accounts, billing and meter application and make necessary corrections.
- Maintain customer records for the USD Rural Development audit.
- Schedule Customer Service Inspection and annual Back-Flo Inspection for high hazard customers.
- Assist with Customer service inspection list to ensure inspections are being done.
- Assist with incoming telephone calls, responds or transfer to correct recipient and takes payments from customer via phone, drive-thru and front desk as needed.
- Other duties to be assigned by Management or as required for the efficient operation of the Corporation.
- Lead in records management system, quality control, creating templates and making sure everything is running effectively and efficiently with assistance from Customer Service Representative as well.