

The Sandwich Water District
is seeking a full time Office Manager/Rate Collector
(40 hours per week).

This position is responsible for supervising, mentoring and coordinating administrative staff and operations to ensure efficiency and compliance with District policies, resolving staff issues, providing administrative support to the District Superintendent and Assistance Superintendent, overseeing customer assistance, answering telephones, processing meter reading data, water billing, invoicing, creating and assigning work orders, record keeping, accounting, preparing internal and external reports, ordering supplies and ensuring proper maintenance of office equipment, and performing such other tasks as are required to support the operation of the District office and administration.

Minimum requirements:

- Associates Degree in Business Administration or related field
- Three years of related experience as an office administrator, including one year in a supervisory capacity (municipal experience is preferred)
- Excellent organizational, leadership and interpersonal skills
- Familiarity with office management procedures and basic accounting principles
- Excellent computer skills, including working knowledge of *Microsoft Word*, *Excel* and *QuickBooks*
- Must be bondable and possess a valid MA driver's license.

Compensation is commensurate with experience and education.

Applications and resumes are due on November 1, 2017

The Sandwich Water District is an Equal Opportunity Employer.