

MADAWASKA WATER DISTRICT

IMMEDIATE OPENING – OFFICE ASSISTANT

The Madawaska Water District has an immediate opening for a part-time Office Assistant.

The Office Assistant will help with general office related tasks such as taking payments, answering the phone, filing and customer service.

Job duties require a general knowledge of office related procedures and the candidate should have the ability to perform detailed work accurately and efficiently and to deal tactfully and effectively with District customers. Candidate must also have some basic experience with Microsoft Office. Job specific training will be provided.

A more comprehensive job description and application for this position are available by contacting us at 728-3859 or by e-mail at steve.bechard@madwater.me

Opening will remain open until a suitable individual is found.

The Madawaska Water District is an Affirmative Action Equal Opportunity Employer.

Please submit the job application to:

Steve Bechard, Superintendent
Madawaska Water District
66 Main Street
Madawaska, ME 04756