



## OPERATIONS ADMINISTRATIVE ASSISTANT

Full-Time

Hourly Rate: \$24.00 - \$34.00

Open until filled, first review of applications 3/25/2019

We are currently accepting applications for an Operations Administrative Assistant in our Operations Department. We are looking for someone who is a team player, is eager to learn, and can also take initiative and work effectively alone.

The Operations Administrative Assistant provides professional administrative support to the Operations Manager, and the Water, Sewer, and Facilities Superintendents; coordinates the department's public records management; serves as a contracts administrator for small public works contracts; supports the preparation and administration of the annual Operations Operating Budget; supports department development and implementation of the Computerized Maintenance Management System; assists with fleet management, and is responsible for inventory control.

This is a full-time, hourly position working 7:30am–4:00pm, Monday–Friday.

### Required Qualifications

- ✓ High school diploma or GED
- ✓ Prior administrative experience

### Desirable Knowledge and Skills

- Washington State bidding process and procedures
- Washington State Archives Records Management
- Small Works Roster process and procedures
- Inventory terminology and procedures
- Exemplary communication and interpersonal skills, including tact, diplomacy, and professionalism
- Solid business writing skills including grammar, punctuation, and proofreading
- Windows Operating System; Microsoft Office Products; Archival Software; Computerized Maintenance Management, Financial Software

**District Benefits include:** Employer Paid Medical, Dental, Vision, Long-Term Disability & Life Coverage; 11.5 Holidays, 12 Vacation days, 12 Sick days and Public Employers Retirement Plan.

### Please Apply:

Apply online at <https://spwater.org/FormCenter/Human-Resources-Forms-5/Application-for-Employment-62>. You may also submit a completed application, cover letter and resume to [HR@spwater.org](mailto:HR@spwater.org) or mail to Sammamish Plateau Water, Attn: HR, 1510 228<sup>th</sup> Ave SE, Sammamish, WA 98075. We will notify applicants invited to participate in the interview process by phone or email. *We are a Drug Free Workplace and Equal Opportunity Employer.*