

## Office Administrator

Our District is a non-profit irrigation district providing water to 34,000+ acres. Established in 1901, we are proud to be part of Idaho's rich agricultural history. We are continually looking for the best ways to manage water needs for agricultural, residential, and commercial use.

We are seeking a highly organized and responsible Office Administrator to join our team. As the Office Administrator, you are the initial point of contact for our customers. You will be required to perform clerical tasks, such as answering phones, processing payments, and sorting mail. Other duties will include assisting the Secretary/Treasurer and other managers with preparing and managing documents, organizing files, and keeping the office organized and running smoothly.

This title also has growth potential and can evolve into an Assistant Secretary/Treasurer position.

### Duties and Responsibilities:

- Answer phone inquiries, direct calls, and provide basic district information
- Perform clerical duties, maintain files, and organize documents (photocopy, fax, etc.)
- Help prepare data, spreadsheets, documents
- Prepare information and research for management
- Oversee mail deliveries, packages, and couriers
- Purchase and track office supplies for the office

### Requirements and Qualifications:

- High school diploma or equivalent
- Prior experience handling office responsibilities, experience in customer service, or related field
- Proficient computer skills, including Microsoft 365 (Word, Excel, Access, and Outlook)
- Highly organized multitasker who works well in the occasional fast-paced environment but can also work well in a slower environment
- Excellent written and verbal communication skills, as this position will be dealing with a variety of people on a regular basis (patrons, employees, vendors)
- Willingness to take initiative and learn to grow with the District
- Solid decision-making skills and be a motivated self-starter
- Possess plat map reading skills or a willingness to learn
- Excellent typing and 10-key skills
- Excellent phone skills
- Some accounting skills (not required, but desirable)
- The ability to lift 30 lbs.

The District is looking for a full-time, 40-hour/week employee that is well rounded, computer savvy, and has a reliable vehicle. Office hours are M-F, 9a.m. to 4:30 p.m.

Benefits include health, vision, dental, and PERSI retirement. The wage is \$40K-\$50K, DOE.

If interested, please forward a resume and 3 references to [megan@pioneerirrigation.com](mailto:megan@pioneerirrigation.com) with the subject line of Office Administrator.