

CHELMSFORD WATER
DISTRICT
Administrative Clerk

The Chelmsford Water District is actively seeking applicants for the position of Administrative Clerk. Monday through Friday – 8:00 a.m. to 4:00 p.m.
37.5 hours per week.

Under the direction of the Business Director, performs routine to complex administrative duties as required for efficient business operations following established procedures. Responsibilities include customer service, accounts payable, accounts receivable, assisting with commissioner's monthly meetings and general duties. Frequently communicates with other District personnel, vendors and customers, which requires excellent customer service skills. Must be organized, able to multi-task, set priorities, and accomplish tasks within limited timeframes to meet deadlines.

See attached link for detailed Position Summary:

<https://www.chelmsfordwater.com/home/news/now-hiring-administrative-clerk>

Qualifications: High School education; additional education and training in business administration, accounting or secretarial science is preferred.

Hourly Salary range: \$21.00 min. - \$24.00 max.

Resumes will be accepted through September 24, 2021.

Forward Resume to:

HR@chelmsfordwater.com

Equal opportunity employer. EOE/AEE.