

**RECEPTIONIST – DATA ENTRY CLERK
FOR WATER UTILITY OFFICE**

FULL TIME POSITION

FULL TIME, POSITION WITH WATER UTILITY FOR RECEPTIONIST / DATA ENTRY CLERK. MONDAY-FRIDAY, 8:00 AM TO 4:30 PM. GREAT BENEFIT PACKAGE INCLUDING: PAID HEALTH, LIFE, DENTAL, PRESCRIPTION BENEFITS, PAID VACATION, SICK LEAVE, RETIREMENT AND HOLIDAY PAY. SUCCESSFUL APPLICANT MUST HAVE COMPUTER SKILLS AND EXPERIENCE WITH WORD, EXCEL, QUICKBOOKS AND BASIC ACCOUNTING SKILLS. THEY MUST POSSESS EXCELLENT CASH HANDLING, TELEPHONE, AND PEOPLE SKILLS. APPLY AT PWS#2 - OFFICE, 1944 VIETH DR., IN JEFFERSON CITY, MO. APPLICATIONS AVAILABLE AT OUR OFFICE, RESUME NOT VALID WITHOUT APPLICATION. APPLICATIONS NOT AVAILABLE ON LINE. START DATE IS AS SOON AS POSSIBLE.