



The Belton Honea Path Water Authority (BHPWA) will be accepting resumes for an Administrative Assistant position. BHPWA's expectation is that the applicant has experience working with a public utility. The position performs a variety of secretarial and administrative work to support BHPWA. Work involves operation of all aspects of the office and keeping of books for the utility such as: accounting, customer service, billing, payroll, employee insurance, audit preparation, preparing board reports, reporting and assisting the General Manager, Engineers and Board Members.

Education:

- High school Diploma or equivalent
- Minimum of a two-year degree in business administration, office administration or equivalent preferred.

Required Skills/Work Demands

- Excellent networking and interpersonal skills to interact with staff, board members, management and members of the public. These skills are required to represent BHPWA and maintain its prestige and image as well as to provide a strong teamwork environment.
- Apply effective customer service techniques; responds to customer inquiries and complaints in a courteous, understanding and concerned manner.
- Excellent in oral and written communication skills.
- Proficiency utilizing Microsoft Office, Excel, PowerPoint software applications.
- Excellent computer skills with the capacity to learn new computer software programs relevant to BHPWA such as: Utility Billing and QuickBooks.
- Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- Maintains and prepares reports.
- Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature.
- Ability to work outside regular business hours as required.

You can send resumes to: BHPWA
Attn: Mitch Ellenburg
525 Filter Plant Rd
Honea Path, SC 29654

or you may email to: mitch@bhp-water.com

Deadline to apply is September 2nd, 2022

Belton Honea Path Water Authority is an Equal Opportunity Employer.

