

Job Opening

Date: January 3, 2018

To: Internal/External Applicants

From: Pam Thomas, HR

Re: Job Opening for Office Assistant I, Human Resources Division

Qualified applicants are encouraged to apply for the Office Assistant I position currently open in the Human Resources Division. Closing date is January 17, 2018.

Starting at \$15.10/hr.

Under general supervision, performs clerical and receptionist duties in support of programs and activities of the Metropolitan Sewerage District of Buncombe County. Work involves answering telephones, greeting visitors, and routing calls to the correct person or agency. Employee must maintain confidentiality in handling employee information and conversations. Employee is responsible for using computer to enter data, prepares routine correspondence, complete spreadsheets & information request forms, and for preparing copies and filing various documents. Employee must exercise considerable tact and courtesy in frequent contact with the public. Employee must also exercise independent judgment and initiative in completing assigned tasks. Reports to the Human Resources Director.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, prefer college level training in software; basic level skills & experience using spreadsheets, Word and Adobe products; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possession of a valid North Carolina driver's license.

Interested candidates can apply online at <http://www.msdbc.org/employopps.php> will find more information at our website: www.msdbc.org. Resumes may also be submitted to pthomas@msdbc.org

MSDBC is an Equal Opportunity Employer

Best of luck to all applicants.

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