

Administrative Assistant

Administrative Assistant – Full-Time – needed for Waste Water Plant to provide support to staff with paperwork, computer work, supplies, mail, banking, billing, document transportation, telephone calls and provide backup assistance to Management in relations to Finance, Human Resource, Information Technology. Must have office experience and be proficient in Microsoft Office Products and QuickBooks. Driver License required.

Please mail or e-mail resume to:

Canonsburg-Houston Joint Sewer Authority
68 East Pike Street - Suite 103
Canonsburg, PA 15317
admin@chjawwtp.com

EOE