

LAKES REGION WATER COMPANY INC.

Job Title: Office Personnel

Posting Date: 12/26/2018

Available: Immediately

Company Profile: Lakes Region Water Company Inc. is a Moultonboro-based business that provides water service to approximately 1,800 customers in select towns throughout the Lakes Region and Mt. Washington Valley. We are a small, privately-owned public water utility under the direct regulation of the New Hampshire Department of Environmental Services and the New Hampshire Public Utilities Commission.

Job Description/Duties:

- Full time position: 40 hours per week.
- Hours: Monday through Friday, 8:30am to 4:30pm.
- Provide customer service: answer telephones, schedule appointments, assist in addressing billing & water quality issues.
- Perform monthly customer billings.
- Manage new customer accounts, the transfer of existing accounts & pursue collections of delinquent accounts.
- Prepare & distribute consumer public notification for State compliance.
- Will also perform other general office duties such as but not limited to; ordering supplies, making copies, writing letters, organizing bulk mailings, bill stuffing, document filing, project organization.
- Maintain Company website.

Skills:

- Highly organized.
- Able to multi-task & handle multiple priority projects at one time.
- Must be comfortable answering telephones and must be capable of providing friendly customer service.
- Computer & Internet literate: able to create, save & file documents electronically.
- Must possess intermediate or higher-level skill with Microsoft Outlook, Word, Excel and QuickBooks.
- Exceptional written & verbal communication skills.
- Able to operate general office machines: copier, printers, fax & scanner.
- Basic web design knowledge preferred.

Experience: 4 Years minimum of customer service, accounts receivable or bookkeeping experience.

Education: 2 years minimum of higher education (Associates degree or higher).

Benefits Offered: Medical & Dental, Paid Vacation & Paid Holidays.

Contact Details:

Lakes Region Water Company Inc.
PO Box 389 | Moultonboro, NH 03254
Fax: 603-476-2721
Email: lrwater@Lakesregionwater.com
Website: www.Lakesregionwater.com

PLEASE MAIL, EMAIL OR FAX RESUMES ONLY. NO PHONE CALLS PLEASE.

Email: lrwater@Lakesregionwater.com
Website: www.LakesRegionWater.com

