DuPage Water Commission

Job Posting

Administrative Assistant/Receptionist

Date of Posting: June 1, 2020

The DuPage Water Commission, operator of the second largest waterworks system in Illinois, is seeking a full-time, experienced Administrative Assistant/Receptionist, who will prepare correspondence as directed, answer and screen incoming phone calls, greet visitors through intercom system, assemble board package material, including documents for Chairman and General Manager signature, press packages, and file folders, and sort and distribute daily mail and facsimiles, disburse and balance petty cash.

The qualified candidate shall possess a High School diploma or equivalent and have at least 2 years of recent and progressively responsible administrative/receptionist experience with proficiency in Microsoft Office and a minimum typing speed of 55+ wpm.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Able to read, write and speak English fluently.

Proficiency in Microsoft Office and a minimum typing speed of 55+ wpm.

Ability to use a multi-line telephone system.

Ability to learn and effectively use Computerized Maintenance Management System software.

Ability to maintain confidentiality as appropriate.

Ability to concentrate and pay close attention to detail while multitasking.

Ability to work with little supervision.

Ability to deal with members of the Board, staff, and the public in a helpful, calm, and efficient manner.

Ability to learn, understand and adhere to all applicable safety precautions and procedures.
PHYSICAL AND MEDICAL STANDARDS:
Standing, walking, reaching, stooping, crouching, twisting, bending, crawling and climbing stairs and ladders.

REQUIREMENTS
The qualified candidate must possess a valid Illinois driver's license.

Starting salary will depend on qualifications and experience. Candidate must complete a DuPage Water Commission employment application (with an accompanied resume, preferred) and email it to peterson@dpwc.org. If mailing regular UPS mail or hand delivering, please send to: Human Resource Department, DuPage Water Commission, 600 E. Butterfield Road, Elmhurst, IL 60126. The Commission provides a comprehensive benefits package.


If you have any questions regarding the application documentation information, please contact Cheryl Peterson at 630-834-0100 Ext. 1913.

We welcome you to visit our website at www.dpwc.org for more information.