

CLASS TITLE: Administrative Secretary
Neuse Regional Water and Sewer Authority-La Grange, NC

PURPOSE OF CLASS: Under general supervision performs secretarial work in administrative functions that include the following:

Serves as a receptionist, answer phones, direct calls/messages to appropriate staff;
Greet Vendors and show guests to meeting locations;
Follows COVID Protocols;
Attend meetings, take notes, type Minutes, create and mail Agendas for monthly Board Meetings, Operator Meetings and Special Meetings as requested;
Have knowledge and experience using QuickBooks, Excel, Word, and PowerPoint;
Open, code, enter and pay bills in QuickBooks, in spreadsheets, and on Banking Site;
Copy/Scan/mail bills and checks;
Create/edit charts and graphs, print, combine, and mail Annual Report;
Create/edit/update PowerPoint presentations for Executive Director or staff;
Type written correspondence for Executive Director & Board of Directors;
Maintain/update website;
Open, sort and distributes mail as needed;
Create/edit forms, letters, invoices, and spreadsheets as needed;
Update books and policies as needed;
Order office supplies;
Maintains various records and files;
Complete monthly reports and annual reports;
Plan and organize events including set up and clean up;
Wellness Initiative Coordinator- Write grants for wellness;
Performs assigned duties as required;

Minimum Requirements: General knowledge of standard office practices and procedures, equipment and secretarial techniques; general knowledge of business English, spelling and arithmetic; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to maintain and establish effective working relationships with others; ability to follow oral and written instructions; Valid North Carolina Driver's License. Applicants are required to submit to a Pre-placement medical screening, including a drug screen and COVID testing.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school, including or supplemented by courses in Word, Excel, QuickBooks, and PowerPoint, with secretarial experience. Two-year degree in accounting or business is preferred.

Competitive Benefits Package

Salary: Dependent upon Qualifications

For application please contact: NRWASA-252-522-2567 or at our website: nrwasa.org

Please submit Application, letter of interest, salary requirements and Resume to:

Executive Director
2811 Barrus Rd
La Grange, NC 28551

