

Customer Service Account Administration Clerk

- Do you have excellent customer service skills?
- Is your attention to detail impeccable?
- Do you thrive in a fast paced environment?
- Are you a professional with experience in office administration, customer account maintenance, and customer relations?

If you've answered yes to these questions we would love to hear from you! Water District No. 7, located in Gardner, KS is recruiting for a full time position for a **Customer Service and Account Administration Clerk**. The District's ideal candidate is an enthusiastic self-starter, with excellent communication skills, who is able to provide outstanding support to our nearly 3,000 customers with an eye for resolving questions before they become problems. This position requires a strong acumen for account billing and reconciliation. Proficiency in Microsoft products is essential. Our ideal candidate is also someone who seeks a challenge, and isn't satisfied until the project is complete and perfect!

This position offers competitive pay, excellent benefits such as: KPERS, 457b, paid holidays, vacation, and health insurance. Water District No 7 strives to provide a supportive and team oriented work environment for all our employees.

A cover letter, resume and three professional references should be emailed to RR Municipal Advisory Services, to the attention of Leslee Rivarola at rrmunicipaladvisory@gmail.com.

***Please, **No phone inquiries to Water District No. 7.**
The position is open until filled.

