

# **SOUTH UMPQUA WATER ASSOCIATION**

## **Seeking qualified candidates for OFFICE MANAGER**

**at 132 Main Street, Riddle**

**Permanent Part-Time 20 hrs week.  
\$18-\$20/ hr DOE. No phone calls please.  
Deadline 02/28. Start date 04/01**

### **REQUIREMENTS:**

- High school diploma or equivalent
- Good Driving Record
- Enjoy working with public
- AA Business Degree preferred or comparable work experience in office management
- Reliable Team player with strong organizational skills
- Strong communication and computer skills
- Pass drug test and references required
- Bonded insured/ Pass Background check

**Pick up applications at SUWA office**