



CENTENNIAL
WATER AND SANITATION DISTRICT

POSITION ANNOUNCEMENT
PART-TIME OFFICE ASSISTANT

Centennial Water and Sanitation District is currently accepting applications for a part-time Office Assistant to provide office support in a friendly work environment.

This position will work twenty (20) hours per week, from 1:00 p.m. – 5:00 p.m., Monday through Friday.

Responsibilities will include maintaining an inventory and ordering office supplies, providing relief phone coverage at the Reception desk, and general office duties as assigned, including miscellaneous clerical projects. This position requires positive and friendly customer service and phone skills as well as the ability to work well with others.

Applicant must have basic computer skills, including Microsoft Word. A high school diploma or GED equivalent is required.

Please submit application to: Centennial Water and Sanitation District, Human Resources, 62 West Plaza Drive, Highlands Ranch, CO 80129.

Applications are available on our website at <http://centennialwater.org/jobs>

Applications will be accepted until position has been filled.

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