

Administrative Assistant

The Orange Water & Sewer Authority (OWASA), a progressive water utility providing retail water and sewer services to the Towns of Chapel Hill and Carrboro and to the University of North Carolina at Chapel Hill, seeks a highly motivated, detail-oriented individual with strong organizational, interpersonal, and professional office skills, to provide high level administrative support. This position supports and reports to the Director of Human Resources and the Clerk to the Board of Directors. Position is responsible for a variety of administrative and clerical duties to include records management; assembly and distributing reports; assisting with organizational events; and communications with employees and the public. Proficiency with Microsoft Word, PowerPoint, Outlook, and Excel essential; experience with web posting and usage a plus. Salary range \$31,988 – 46,383 DOQ. To apply submit a completed [OWASA application](#) to Human Resources Generalist, OWASA, 400 Jones Ferry Road, P.O. Box 366, Carrboro, NC 27510. EOE