

Norristown Municipal Waste Authority does not accept resumes for employment until an open position exists. All positions that are open to the public will be posted in this section.

**Presently, there is an open position available.**

Norristown Municipal Waste Authority is seeking a qualified individual for the position of **Administrative Assistant** at its office located at 235 E. Airy Street, Norristown, PA. The Authority office is responsible for handling customer issues related to the sewer system as well as processing payments from customers for their sewer bills. The position is full-time and reports to the office supervisor. The hours are 8:00 am to 4:00 pm Monday through Friday.

**Duties** (include but are not limited to the following):

- Answering telephone calls and emails
- Scanning and attaching documents
- Perform general clerical duties, such as opening and sorting mail, photocopying, faxing, and filing
- Processing payments (cash, check or credit card) made at the office window
- Processing check payments sent via regular mail
- Resolving disputes with vendor payments
- Perform other duties as required

**Qualifications:**

- High school graduate with a minimum of 2 years experience required
- Experience in performing various clerical duties
- Strong organizational skills
- Attention to detail
- Professional demeanor to work with and respond to questions or concerns from the public
- Proficiency in Excel and Microsoft Word
- Ability to speak Spanish is preferred but not required

**Salary:** \$18.00 per hour plus a competitive benefit package

**Other Requirements:**

- Must pass background check
- Pre-employment drug test required

Send resume to Norristown Municipal Waste Authority, 235 E. Airy Street, Norristown, PA, 19401 or email to [info@norristownsewer.org](mailto:info@norristownsewer.org) with the subject **Administrative Assistant**. Please do not telephone the Authority office.