



SOUTHEAST WATER USERS

PO Box 10

MANTADOR, ND 58058

PHONE (701) 242-7432 • TOLL FREE (800) 400-8888

FAX (701) 242-7807 • EMAIL: sewu@rrt.net

Administrative Assistant/Member Representative

Job Responsibilities:

- Provides members and the public with a positive member experience when handling incoming calls and walk-in visits to the district office
- Prepare annual regulatory reports as required, Organize annual membership meeting
- Receives and processes cash receipts, including credit card transactions and prepares bank deposits
- Assists with preparation of service orders, service transfers, meter changes, connects/disconnects

Education and Experience:

- Administrative experience of 1 or more years preferred
- Experience with Microsoft Office and utility software preferred

Southeast Water Users District has an excellent benefit package and competitive compensation.

Application may be printed off our website seh2o.com or call 701-242-7432 to have one emailed to you.

To apply send your Job Application and Resume to:

Southeast Water Users District

PO Box 10

Mantador, ND 58058

Attn: General Manager

or Email sewu@rrt.net