June 10, 2024

**Position:** Assistant Office Manager

**Location:** In-office, Bayfield, CO

Pine River Irrigation District operates, maintains, and manages the Vallecito Dam and Reservoir and Power Plant. We produce supplemental irrigation water to 65,000 acres of Indian and non-Indian lands, along with producing power for our domestic users and we mange recreation activities.

Our new Assistant Office Manager position is an excellent entry level employment opportunity *or* a great opportunity for an individual looking for flexibility in a 20 + hour work week. This position is responsible for supporting and coordinating overall front office activities, including reception, interaction with the public both over the phone and walk in traffic, organization of paper and electronic files, data entry, and general office administrative duties.

**This is a part-time, non-exempt position** with the potential to grow into full-time depending on the impact, success, and demonstrated value the individual generates in the part-time position.

**Core Responsibilities:**

* Oversees the reception area to ensure effective telephone and face-to-face communication with the public
* Assist with data entry to maintain an accurate data base
* Support with billing and payment information
* Reconciliation of recreation fee revenue
* Coordinates the maintenance of office equipment and supplies
* Maintains supplies by checking stock to determine inventory levels; order as needed
* Clear and timely distribution of communication to appropriate staff
* Other office duties as needed to support the success of the organization

**What We Need from You:**

* Proficiency in basic computer skills
* Friendly and outgoing personality
* Excellent verbal and written communication skills
* Able to learn computer functions, systems, and on-the-job skills
* Ability to take initiative and effectively adapt to change
* Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
* Works well in a collaborative team environment
* Minimum of high school diploma or GED

**Nice to Have:**

* Experience working in QuickBooks
* AR/AP

**Compensation and Benefits:**

**Hourly range**: $14.42 to $16.00 per hour depending upon experience and education.

**Benefits:**

* Colorado Sick and Safe Time paid leave

**Interested in joining our team?** Please complete our job application and send your resume and cover letter to [kenprid@gwestoffice.net](mailto:kenprid@gwestoffice.net), or drop-off/mail to: 13029 CR 501 Bayfield, CO 81122

***NOTE:*** *This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. Pine River Irrigation District is an “at-will” employer.*

*Pine River Irrigation District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.*