



ARIZONA WATER COMPANY

RECEPTIONIST/SECRETARY

Arizona Water Company, an investor-owned utility in the Phoenix area is currently seeking to fill a Receptionist/Secretary position in our Phoenix Corporate Office.

The Receptionist/Secretary mainly provides secretarial support to the Controller, and the accounting and data processing departments, as needed. The Receptionist/Secretary is also responsible for assisting colleagues and executives by supporting them with planning and distributing information. This position will assume the duty of clerical and administrative support to optimize workflow procedures in the office.

The Receptionist/Secretary performs a variety of skilled and semi-skilled functions, which may include, but are not limited to the following:

- Open and close office to the public.
- Main Receptionist for Phoenix Corporate Office.
- Answers all incoming telephone lines (9), directs calls to appropriate person and maintains message center.
- Maintains daily employee log sheet.
- Receives, sorts, and distributes all incoming mail and processes outgoing and intercompany mail.
- Creates, produces, assembles, and distributes recurring and special financial and statistical schedules, reports and correspondence using the Company's word processing software.
- Administers Company credit applications.
- Operates laminating equipment for various projects.
- Routes completed work and maintains reading files for all supported employees.
- Key operator for the first-floor fax machine, and backup key operator for first floor copy machine.
- Acts as relief for Secretary — Operations, as needed.
- Performs other duties and activities as assigned.

Skills, knowledge, and physical requirements include, but are not limited to the following:

- Must be proficient with electronic telephone systems and be able to handle multiple lines in a busy office in a professional and pleasant manner.
- Must be proficient setting up and using the Company's word processing software for financial and statistical schedules, reports, and correspondence.
- Must have a general knowledge of office practices and demonstrated computer skills.
- Must have advanced knowledge and skills with Microsoft Office Applications - Word, Excel, PowerPoint. Microsoft Access experience, a plus.



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- Must be able to sit for long periods; perform routine preventive maintenance on fax and copy machines and replenish machine consumables.
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, climb stairs, lift to 15 lbs., reach, grasp, push, and pull. Position also requires filing, stooping, bending, kneeling, and reaching into file drawers daily.
- Must have manual dexterity to type and operate machines as specified in SKILLS, above.
- Multiple line telephone system, personal computer, and multi-function copier

Required education, training, and experience:

- High school graduate or equivalent
- Minimum two years' experience as receptionist, providing secretarial support in a corporate setting.
- Valid Arizona driver's license and acceptable driving record.

The company offers a competitive wage and benefits package, including company-paid medical, dental, life and LTD insurances, holidays, vacation, sick leave, and 401(k) plan.

Send detailed resume and application to: awc-hr@azwater.com