



Pittsburgh  
Water & Sewer  
Authority

1200 Penn Avenue  
Pittsburgh, PA 15222

## **JOB ANNOUNCEMENT**

**POSITION:** Administrative Assistant  
**DIVISION:** Customer Service  
**SALARY:** \$39,500 - \$45,760  
**FLSA:** Non-Exempt

**POSTED:** May 15, 2017  
**APPLICATION DEADLINE:** 4:00pm on May 26, 2017

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### **DUTIES:**

The Administrative Assistant provides a wide range of administrative and office support activities for the Senior Manager of Customer Service. This position requires an experienced, self-directed and professional individual who has the ability to handle multiple tasks, work independently or with little supervision, maintain the highest degree of confidentiality with sensitive information, and be flexible in an ever-changing and fast-paced environment. The individual must be comfortable working closely with the customer service management staff. Professional demeanor is essential.

### **KNOWLEDGE/ABILITIES:**

A high level of initiative with minimal supervision is required. Candidates must be detailed oriented and protect operations by keeping information confidential and maintain propriety information. Responsibilities include receive and direct visitors and clients; maintain electronic and hard copy filing system; prepare and modify documents including correspondence, reports, drafts, memos and emails; schedule and coordinate meetings for managers & supervisors, including room reservations and equipment set up; open, sort and distribute incoming correspondence; maintain office supply inventories; prepare and monitor weekly invoices. The Administrative Assistant must possess considerable knowledge of PWSA rules & regulations with standard concepts, practices and procedures within the customer service environment, relying on experience and judgement to plan and accomplish goals.

### **GENERAL REQUIREMENTS:**

Candidate must be domiciled in City of Pittsburgh at the time of appointment and remain domiciled in the City of Pittsburgh throughout employment with the PWSA. Verification of City residency required at time of appointment.

### **EDUCATION:**

High degree of proficiency in MS Word, MS Excel, MS PowerPoint, MS Outlook  
Excellent written, verbal and problem-solving skills  
Ability to manage multiple projects and priorities  
Knowledge of principles and practices of basic office management  
Excellent organizational skills, self-motivated and dependable

### **APPLICATIONS:**

Available in the Human Resources Section, 1200 Penn Avenue or online at [www.pgh2o.com](http://www.pgh2o.com). Please send the application, resume and cover letter to [hr@pgh2o.com](mailto:hr@pgh2o.com).

### **An Equal Opportunity Employer**

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.