

**TEMPORARY PART-TIME
ADMINISTRATIVE ASSISTANT/CUSTOMER SERVICE REPRESENTATIVE
GRAND RAPIDS PUBLIC UTILITIES
GRAND RAPIDS, MINNESOTA**

Grand Rapids Public Utilities (GRPU) is seeking qualified candidates for the position of Temporary Part-Time Administrative Assistant/Customer Service Representative. This position is responsible for performing a full range of communication, clerical, and administrative work functions under general supervision in order to provide customer service and maintain timely and accurate records of the Utility.

Qualified applicants must have:

- Customer service skills
- Experience working as an Office Manager

This position will be 30 hours per week (6 hours per day - 5 days per week). It is a temporary part-time position for 7 months approximately mid-March through the end of September.

The wage for the Temporary Part-Time Administrative Assistant/Customer Service Representative is \$24.09 per hour.

The full position description and application are available at www.grpuc.org or by contacting Chery Pierzina at 218-326-7606.

Please email completed application and resume to Chery Pierzina at cpierzina@grandrapidsmn.gov.

Applications will be accepted until 4:30 PM on March 15, 2024.

GRPUC is an equal employment opportunity employer.