

BELFAST WATER DISTRICT

Part-Time Office Clerk

The Belfast Water District is currently accepting applications for a Part-Time Office Clerk position that requires working 18 hours week. The role involves performing various administrative and clerical tasks to support our office staff, such as data entry, filing, answering phone calls, and basic bookkeeping. The ideal candidate should have experience in bookkeeping and accounting, coupled with proficiency in Microsoft Office software. In addition, the candidate must possess exceptional customer service skills, pay attention to detail, and have the ability to multitask. To qualify, the successful candidate must provide references, undergo a background check, and be bonded through the District's insurance. The Belfast Water District offers a competitive wage, and having previous utility or public sector experience would be an added advantage.

Please email your resume and completed employment application to info@belfastwater.org
Attention: Office Administration or apply in person at 41 Wight Street, Belfast, Maine, Monday – Friday, 8 a.m. – 3 p.m.