

JOB OPENING:

DOGWOOD COMMUNITY WATER ASSOCIATION

1500 KARI LANE

BLYTHEVILLE, AR 72315

HOURS ARE 9 am – 12 pm and 1pm – 4 pm Monday thru Friday

Position – Office Manager / Secretary

Dogwood Water Co. is looking for a person to who is responsible, reliable and trustworthy.

They must be able to be bonded, have exceptional computer skills, willing to learn new programs.

Have a personality to deal with customers and the public, be punctual, and be able to problem solve with costumers on the phone, and be able to communicate with outside personnel.

Starting pay\$12.00 per hour. If you have a resume, you may bring it with you at the time of interview.

If any students would be interested in this opportunity, call 870-278-9118, to set an interview.

Sincerely,

Greg Alexander