



OFFICE ASSISTANT (Country Water Systems)

Environmental Systems Service, Ltd. (ESS) is an environmental services company located in Culpeper, Virginia. ESS has been a leader in water & wastewater treatment operations and maintenance for over 50 years. The company maintains a state certified environmental laboratory as well as performing water, wastewater, and soil testing from outside clients. Our Country Water Systems (CWS) division handles water filtration, pumps and complete water systems for residential and commercial sites.

ESS is seeking an organized, detail-oriented person for a full-time position as Office Assistant at our CWS division. Candidate must be experienced with MS Word, Excel, and have the aptitude to learn computer programs. In addition, it is essential to communicate effectively both verbally and in writing, demonstrate the ability to establish and maintain effective working relationships with others, prioritize work to obtain a high degree of efficiency, determine and handle confidential matters, and use tact in dealing with the customers and staff members in a fast-paced environment.

Duties include answering multi-line phone system, customer service, process and record routine A/R and A/P accounting transactions, data entry, filing, and general office duties. Responsibilities include, but are not limited to:

- Greet customers and answer routine questions
- Answer and screen telephone calls
- Prepare daily bank deposits. Post, verify, and balance debit and credit entries
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating, and purging
- Operates computer to enter data into spreadsheet and/or database
- Routes incoming mail; sort and categorize material
- Data entry and update spreadsheets
- File documents and records
- Be able to lift on occasion up to 50 pounds
- Excellent work ethic preferred and proficient in problem solving
- Other duties as assigned

Salary is based on several factors, including experience, and is evaluated on an individual basis after an application has been submitted.

Equal Opportunity Employer