

# Part Time Office Assistant Opportunity



Tahoe City PUD - Parks & Recreation

Part Time, Year Round



Do you enjoy a creative and community-focused environment performing tasks ranging from creating social media content to managing customer accounts and overseeing daily office operations?

If so, then this is the opportunity for you!

Join the Tahoe City PUD Parks and Recreation Department as a part time **Office Assistant**.

The ideal candidate is responsible, committed, has excellent customer service skills, is organized, well spoken, and enjoys a flexible work schedule.

Details:

- Pay starts at \$14.00/hr DOE
- Schedule is 15–20 hours/week
- Duties include: Schedule and support the Recreation Team with general office work, customer service, marketing, projects, and more!

**BE PART OF SOMETHING GREAT!**

Submit a job application and resume in order to be considered.

**Deadline to Apply: Monday, February 4, 2019, 4:00 PM.**

For more information visit [tcpud.org](http://tcpud.org) or contact Michelle Martland, Human Resources Administrator, at [mmartland@tcpud.org](mailto:mmartland@tcpud.org) or 530.580.6043.

TCPUD is a drug-free workplace and an EOE.