

**Harrison County
Solid Waste Authority 326.0086**



**The Harrison County Solid Waste Authority
Is seeking a full-time
Office Receptionist**

to perform front office duties. The selected candidate must be an individual of integrity and good judgement, exhibit tact, diplomacy, initiative and possess superior interpersonal skills.

Candidate must have knowledge of Microsoft Office and Quickbooks is a plus. A minimum of a high school diploma is required, but a college degree is preferred. The selected candidate is responsible for record keeping, generating financial reports, recording, and preparing Board meeting minutes, answering the phone and other general office management. Applicants will be subject to a criminal history and drug/alcohol screening prior to employment. The Harrison

County Solid Waste Authority is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, veterans' status, sexual orientation, or material or family status.

**Please send a resume to PO Box
1396, Clarksburg, WV 26302-1396
or email to rbarnett@hcswa.net**

