

Naches-Selah

Irrigation District

Est. 1916

Administrative Assistant

Naches-Selah Irrigation District is accepting applications for a full-time 35 hrs/week administrative assistant position. Minimum 3 yrs. clerical, data entry, A/P & P/R required (additional bookkeeping experience a plus). Must have excellent written & oral communication skills and be very detail oriented. Position requires the ability to work without immediate supervision & have the ability to multi-task.

Minimum HS diploma or GED and valid WA driver's license required. M-F with great benefits package. Salary DOQ/DOE.

Call 509-697-4177 or email info@n-sid.org for full job description and application.

Applications with resumes due at NSID by 5/11/2018.