

Administrative Assistant/Billing clerk

ESG Operations, Inc. is one of the fastest growing utility management and engineering companies in the United States. We are recruiting an Administrative Assistant/Billing Clerk for our Wakulla County, Florida Project. If you are an experienced, highly motivated professional anxious for career-developing opportunities and challenges please contact us.

Responsibilities will include all administrative functions relating to the water and sewer billing. The Administrative Assistant will be responsible for interaction with customers, financial data entry and reporting, maintaining billing files, and managing the Project's computerized work order system.

Must have experience with billing systems and financial management. Must be proficient with computers. Must have working knowledge of Microsoft Excel and Microsoft Word.

Our office is located in Crawfordville, Florida, and relocation is not currently offered. Compensation is commensurate with experience along with a generous benefits and bonus plan. Full benefits are available including health, dental, life insurance, employer contribution 401(k) plan, paid time off, sick leave, and holidays.

ESG Operations, Inc. is an equal opportunity employer and a certified Drug Free Workplace.

Send resumes and references to:

ESG Operations, Inc.
Attn: Employment
340 Trice Lane
Crawfordville, FL 32327

Email resumes and cover letter to employment@esginc.net
Resumes can be faxed to 850-926-2890

Visit us at www.esginc.net