



# Front Desk Clerk / Receptionist

LEWISTON ORCHARDS IRRIGATION DISTRICT

## Competitive Compensation

### Benefits Offered

Medical, Life, Dental, PERSI

### Employment Type

Full-Time

We are seeking a dependable person with a professional presence and pleasant voice to fill the position of Front Desk Clerk / Receptionist. Become a part of our team!

### Responsibilities:

- Greet walk in traffic
- Answer multi-line phone system and direct caller to appropriate personnel
  - Respond to patron's needs, requests, and concerns
  - Collect payments and accurately apply to the patron's account
    - Support staff
  - Maintain office equipment; order and stock supplies
- Communicate pertinent patron information to designated departments

### Qualifications:

- Previous experience in customer service, front desk service, or other related fields
  - Ability to build rapport with patrons
    - Strong organizational skills
  - Excellent written and verbal communication skills
    - Attention to details

### About LOID:

The Lewiston Orchards Irrigation District (LOID) is a water purveyor for the Lewiston Orchards. We deliver clean, safe drinking water and untreated irrigation water to approximately 20,000 people. LOID applications are available online at [www.loid.net](http://www.loid.net) or at our office Monday - Friday 8:00 am to 4:30 pm