



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 or at our office Monday - Friday 8:00 am to 4:30 pm