

Post Rock Rural Water District is currently accepting resumes from qualified candidates to provide full-time office/administrative support. Post Rock Rural Water District serves more than 1,500 retail customers and is poised to grow! Our ideal candidate is very savvy with technology, is an exceptional communicator, has experience with social media, can manage a website, and can assist the District with finding new and enhanced ways to communicate with our customers. In addition to technology and communication skills, we also seek a candidate with strong customer service and problem-solving skills. Our chosen candidate will be dependable and able to work well with others.

Hours for this position are Monday-Friday, 8 am – 5pm. The office does close between 12 pm – 1 pm each day for lunch. To apply for this position, please submit a cover letter and resume to jwright@postrockrwd.com or by delivering a cover letter and resume at 103 N Douglas, Ellsworth, KS 67439.