

Home Energy Assistance Program Office Administrative Support

Looking for a part-time job with a great schedule? A job that allows you to help people in your community?

Then consider joining the Home Energy Assistance Target (HEAT) Program team! The HEAT team provides utility payment assistance to eligible low-income households throughout Utah. They are currently in need of a motivated and positive receptionist with excellent customer service and multi-tasking skills. Do you feel you are someone who could help the HEAT Program continue to serve Southern Utah? Apply today!

JOB DUTIES:

- Answer phones in HEAT office in a professional and courteous manner
- Schedule appointments for clients promptly and accurately
- Maintain confidentiality of all client information
- Prepare correspondence to send to clients as well as appropriate filing tasks
- Perform basic mathematical functions relating to client benefits
- Work with HEAT Program Intake Workers to assure services are rendered promptly and efficiently
- Participate in regional and local training at HEAT office.
- Maintain organized and accurate filing system for both electronic documents and physical documents
- As needed, edit HEAT applications to ensure accuracy

EXPERIENCE AND ATTRIBUTES REQUIRED:

- Must be both a self-starter and a team player
- Must be able to work quickly and accurately in a fast-paced environment
- Will need to exhibit excellent customer service and communication skills
- Must be able to work well with the public including senior, disabled, and low-income populations
- High school diploma or equivalent required
- At least two years of experience working in an office setting is preferred
- Proficiency in Microsoft Word and Excel preferred
- Spanish speaking preferred

WAGE AND WORKING CONDITIONS:

- \$12.00 to \$13.16 hour DOE
- Benefits include paid sick leave, paid vacation leave, and retirement benefits.
- Monday – Thursday, hours vary

INSTRUCTIONS:

Interested applicants should submit a Five County Job Application via email to: jwong@fivecounty.utah.gov

Applications must be received by 5:00 p.m. on Friday, October 16, 2020.