

TOWN OF WALPOLE

Office Assistant and Recycling Attendant

DEPARTMENT: Recycling

EMPLOYMENT STATUS: Part-time, hourly and non-benefited

JOB SUMMARY: This position provides office and operational support to the Recycling Department. The Administrative Assistant functions include being a receptionist for phone calls, receiving and replying to e-mail communications, and creating written reports. The Recycling Attendant portion of the position occurs on an as-needed basis.

SUPERVISION RECEIVED: The Office Assistant and Recycling Attendant receives general supervision and policy direction from the Manager of Recycling and the Transfer Station (MRTS). Direction may also be given by the Operations Foreman in the absence of the MRTS.

EXPERIENCE: Prior office experience is required.

REQUIRED SKILLS: Hold an array of personal computer (PC) skills including experience using MSOffice, e-file management, internet research and be able to create and respond to e-mail communications; knowledge and use of business telephone etiquette; general office procedures; be organized and complete tasks in a timely manner; ability to be courteous with the public; dependability and willingness to occasionally work under adverse weather conditions; complete NHDES Principal Operator, step 1 within 6 months of employment. A High School diploma or GED required.

TASKS:

1. Have or acquire an understanding of municipal solid waste operations.
2. Become familiar with process and procedures related to daily work floor operations.
3. Maintain records related records related to recycling and solid waste operations such as shipment quantities and dates, income, expenses, materials and customer volumes and coordinate this information with the requirements of the Town's Finance Dept.
4. Process applications and forms to ensure completeness and accuracy.
5. Process postal mail and correspondence for the department which includes opening, sorting, filing and conducting follow-up actions.
6. Create MSWord and Excel files either by using pre-defined templates or by creating new documents; includes creating a monthly report of department activity.
7. Create and maintain electronic files; maintain paper files; operate all office equipment such as the printer/copier/scanner and fax machines.
8. Help with recycling during busy periods to ensure timely product processing.
9. Assist with training new volunteers in recycling and transfer station routines.
10. Maintain State certification to work as an operator at the facility.
11. Work cooperatively with other employees to form a cohesive team.
12. And other duties as assigned.

PHYSICAL REQUIREMENTS: Position requires the ability to occasionally stand for periods of time during Recycling Attendant assignments; ability to lift a maximum of 25 pounds; reach with arms and hands.