



Career Opportunity Administrative Assistant

INTRODUCTION: We are seeking a highly organized and detail-oriented Administrative Assistant to support our team in a dynamic office environment. The ideal candidate will be willing to pitch in on all things administrative, proficient at compiling data and reports, and enjoy interacting with local government partners and the public.

DUTIES AND RESPONSIBILITIES:

- Provide cheerful and helpful assistance to customers by phone, email, and in person.
- Ensure incoming mail and packages are properly recorded and distributed.
- Assist with timely and proper submittal and filing of timesheets.
- Support administrative team in proper recording and tracking of payables and receivables.
- Communicate with partners and vendors as directed.
- Assist with tracking inventory, registration, sales, rebates, cost-shares, etc.
- Open and close the office to incoming customers following security and systems protocol.
- Prepare bulk mailing projects and materials for programs and events.
- Update customer service and program tracking databases.
- Conduct research to assist with updating vendors, policies and procedures, and program questions.
- Compile reports for programs and partners.
- Assist with other administrative tasks as requested.

QUALIFICATIONS:

Required:

- Competence with basic math skills and good attention to detail.
- Has a positive attitude and good public relation skills.
- Proficient with Microsoft Word and Excel (a competency test will be administered).
- Able to accurately enter and access data out of custom-built database programs.
- Able to demonstrate you can responsibly handle financial and sensitive information.
- Able to reliably work an 8:15 – 4:45 M-F schedule.

Preferred:

- Previous administrative experience.
- Able to proof correspondence and written reports for basic grammar and spelling.
- Able to demonstrate knowledge of or appreciation for natural resource conservation.
- Able to connect with a diverse customer base.

COMPENSATION RANGE AND BENEFITS:

- Full-Time position.
- Pay Grade 2 \$19.00/hr. This is a non-exempt position paid on an hourly basis.
- Paid holidays, annual and sick leave benefits, county medical benefits, and Public Employees Retirement Benefits.

Please email resume, cover letter and references to administrator@franklinswcd.org. The review of applicants will begin on May 1, 2026. Resumes will continue to be accepted until the position is filled. Franklin Soil and Water Conservation District is an Equal Opportunity Employer.