NEZ PERCE SOIL AND WATER CONSERVATION DISTRICT
Administrative Assistant Position Announcement

Company Description
The Nez Perce Soil and Water Conservation District encompasses 540,000 acres within Nez Perce County, Idaho. The district’s mission is to provide technical and financial resources to landowners and managers within the district for the improvement and enhancement of natural resources.

Position Overview

We are looking for an individual with excellent communication and organizational skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, organizing meetings, and generally being a helpful and positive presence in the workplace.

To be successful as an Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication.

Performance of designated secretarial, financial, bookkeeping and clerical work with independence in judgment, as well as speed and accuracy; learning, interpreting, and applying organizational policies, laws, rules, and regulations; taking responsibility for the compilation and organization of reports, composition of correspondence on own initiative; accurate typing; meeting the public tactfully and courteously and answering questions in person and over the telephone; communicating effectively with all segments of the community. Completing tasks within described time frames is a requirement.

Administrative Assistant Responsibilities

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Assisting manager with projects, scheduling, reporting, and tracking.
- Maintain records system.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Prepare documents for publication. Knowledge of desktop publishing is preferred.
- Enter data into access database and excel spreadsheets
- Prepare materials for meetings, set up and take down meetings, secure speakers, prepare minutes, and agendas
- Anticipate the needs of others in order to ensure their seamless and positive experience.
• Assists manager and staff with special projects as needed
• Assist in bookkeeping activities including accounts payable and receivable, maintenance of financial records, preparation of reports, processing of time sheets
• See expanded list of activities on the 2019 Admin Assistant Jobs fact sheet.

Administrative Assistant Requirements:
Minimum Qualifications:
• Associate's Degree in related field. 3 years of on the job experience may substitute for educational requirements.
• Must demonstrate computer literacy and be able to communicate effectively.
• Must have the ability to work independently, be a self-starter, and meet deadlines.
• Must be a good problem solver.
• Prior administrative experience
• Attention to detail.
• Experience using Microsoft Publisher, Word, Excel, PowerPoint and Adobe software.
• Excellent writing skills.
• Ability to communicate orally and in writing
• Ability to coordinate with multiple people and groups.
• Applicant must have reliable transportation to and from work
• Ability to work in adverse climatic conditions
• Ability to walk up stairs
• Ability to lift and carry 30-50 pounds
• Must be a US citizen or hold a valid work VISA
• Must possess a current US driver's license and insurable driving record
• Must be able to operate standard and automatic transmission vehicles
• Employee must meet drug free workplace requirements
• Required ability to constantly walk, stand, sit, and complete repetitive arm/hand movements
• Required ability to frequently sit, drive, lift, carry, push/pull, bend and twist at the waist, and reach above shoulder

Job Description
Provide administrative assistance to manager and staff as needed. Work varies and is dependent upon projects and seasons.

The position is a part time, position without benefits. Employment start dates vary between August 26 and September 8, 2019. Work hours (start times, hours per day, day per week worked) will vary from week to week and are based on team needs and work load. This means that no set schedule is determined; employee is irregularly scheduled to work as determined by the District manager.

Skills testing and minimum task certifications will be evaluated throughout the employment period.

Contact Information

Email Resume
On or before 8/26, 2019 Screening begins 8/26/2019
HR Director
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