



Job Opening: Administrative Assistant:

Are you passionate about making a difference in environmental conservation? Apply to join our team at the Blanco-Pedernales Groundwater Conservation District in Johnson City as an Administrative Assistant!

About Us:

We are dedicated to preserving and managing groundwater resources to ensure a sustainable future for our community and environment. As the leading authority in groundwater conservation on Blanco County, we work tirelessly to protect this vital natural resource for current and future generations.

Position Overview:

We are seeking one or two motivated and detail-oriented individuals to join our team as Administrative Assistants. In this role, you will provide essential support to our organization by assisting with clerical and administrative tasks. You will play a role in ensuring the efficient operation of our office and contribute to our mission of groundwater conservation.

Responsibilities:

- Managing and organizing electronic and physical documents
- Scheduling appointments and coordinating meetings
- Ordering and maintaining office supplies
- Answering phones and responding to inquiries in a professional manner
- Providing administrative support to staff members and management as needed

Qualifications:

- Strong organizational skills and attention to detail
- Proficiency in office software applications, including Microsoft Office Suite
- Excellent communication skills, both written and verbal
- Ability to prioritize tasks and manage time effectively
- Previous experience in an administrative role is preferred but not required

Why Join Us:

By joining our team as an Administrative Assistant, you will have the opportunity to contribute to meaningful work that has a positive impact on our community and environment. You will work alongside passionate individuals who are dedicated to groundwater conservation and environmental stewardship. Additionally, we offer competitive compensation and opportunities for professional development.

How to Apply:

If you are interested in joining our team as an Administrative Assistant, please submit your resume and cover letter to our General Manager at gm@blancogroundwatertx.gov. Please indicate in your application if you are applying for one (4 hrs daily, M-F) or both positions (8 hrs daily, M-F).

We look forward to hearing from you! Join us in our mission to preserve and protect groundwater resources for generations to come.

Apply today!