



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 25-14 **Position #:** 201031 **Posting Date:** 3/19/2025 **Application Deadline:** Until filled
Position Title: Administrative Assistant I **Starting Salary:** up to \$38,500.00 DOQ
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Candidates must possess a high school diploma or GED, and have a minimum of one-year administrative experience, including Microsoft Office (Word, Excel, Outlook).

Special Abilities:

- Excellent phone etiquette
- Excellent verbal communication skills
- Able to work with minimum supervision
- Should be customer service driven
- Ability to multi-task
- Punctual

Description of Position:

The Administrative Assistant I is expected to have the switchboard open and operating promptly at 8:00 a.m. and throughout the day until 5:00 p.m. Relief coverage will be provided for a one-hour lunch, as well as morning and afternoon breaks. The Administrative Assistant I is to remain in the lobby area at all times and should work with relief coverage to determine appropriate times for lunch and breaks. The Administrative Assistant I will perform other administrative and human resources duties as listed below.

- Greets visitors in a professional, friendly and hospitable manner.
- Ensures visitors sign in, receives a visitor badge and notifies appropriate staff to escort visitors beyond the lobby area.
- Professionally answers incoming calls.
- Ensures calls are redirected to the appropriate staff or transfers call to voice mail when appropriate.
- Receives and sorts incoming mail and faxes for pick-up.
- Assist with filing, scanning and invoice preparation.
- Assist with preparing monthly bank reconciliations for review and approval by the F&A Bureau Chief.
- Responsible for ordering supplies for Division.
- Keeps front desk manual and desktop procedures up-to-date for position's responsibilities.
- Assists Human Resources Administrator with tracking employment applications and preparing appropriate correspondence to applicants.
- Performs other routine clerical functions as directed.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nfwwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.