



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

JOA #: 25-34 **Position #:** 201031 **Posting Date:** 9/26/2025 **Application Deadline:** Until Filled
Position Title: Office Assistant **Starting Salary:** Up to \$38,000 DOQ
Job Location: Headquarters - Midway, FL Located 10 miles west of Tallahassee on Hwy. 90

Minimum Qualifications:

- High school diploma or GED with a minimum of one year administrative experience
- Associate of Arts degree can count for experience
- Experience in Microsoft Office Suite (Word, Excel, Outlook)

Special Abilities:

- Excellent written and oral communication
- Punctual
- Self sufficient
- Customer service driven
- Attention to detail

Description of Position:

The Office Assistant is a two-part position reporting to the HR Administrator, with a portion of the role being general clerical duties, and the other assisting with human resources duties. This position is listed as a sensitive positive and will be rescreened at least every five years.

The ideal candidate is the first face of the District and 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.

District office

- Greets visitors in a professional and hospitable manner
- Ensures visitors sign in, receive a visitor badge and notifies appropriate staff to escort visitors beyond the lobby area
- Professionally answers incoming calls and redirects them to the appropriate staff or transfers call to voicemail when appropriate
- Receives and sorts incoming mail and faxes for pick-up.
- Keeps front desk manual and desktop procedures up-to-date for position's responsibilities
- Responsible for ordering supplies for the Office of Executive Director
- Assists with employee-related events by facilitating sign ups and distributes information
- Maintains and distributes District phone list
- Serves as a floor warden and attends appropriate training

Human Resources Office

- Creates Job Opportunity Announcements (JOA), posts them to Indeed, internal, or other appropriate locations if necessary, and sends JOAs to Communications Manager to be posted to the external website
- Maintains JOA list
- Manages Indeed postings
- Tracks employment applications and notifies hiring manager of new applicants
- Prepares and sends regret letters to candidates
- Creates new hire onboarding packet prior to start date
- Builds employees' permanent files and maintains the file room
- Scans in documents to be uploaded to the Munis software
- Maintains shredding inventory and retention deadlines
- Assists with pulling information for audits
- Serves as Worker's Compensation back up in the event the HR Administrator is not available

Other clerical duties as assigned

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nfwwater.com 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.