

Administrative Assistant/I & E Specialist

Lower Big Blue NRD, Beatrice

Posted Date:

10/31/2022

The Lower Big Blue NRD is hiring an Administrative Assistant/I & E Specialist. This position provides general administrative support including essential accounting functions, informational/educational outreach, and auxiliary support for NRD staff and programs. Work involves assisting walk-in traffic, answering phones, daily essential clerical functions including distribution of legal notices, processing of payroll, and human resources needs in coordination with and in the absence of the Administrative Secretary. The position serves as the Information and Education Coordinator for the District.

The successful candidate should possess social, organizational, and teamwork skills; have general understanding of accounting principles and procedures, excellent writing and communication skills and ability to handle multiple tasks.

This position comes with an excellent benefits package. Review of resumes will begin November 22, 2022. For a full job description please visit our website at www.lbbnrd.net.

MINIMUM QUALIFICATIONS

- Associates Degree in accounting, business administration or similar field in addition to two years' experience in said profession.
- Ability to work well and communicate effectively with people
- Capability to work independently and take responsibility for results
- Effectively present information to management and the public through written and verbal communication
- General knowledge of production agriculture helpful

PHYSICAL DEMANDS

The physical demands described here are typical of those that must be met by an employee to successfully perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical duties for this position include, but are not limited to:

- Must be capable of prolonged periods sitting at a desk and working at a computer regularly lifting and/or moving items up to 15 pounds.

COMPENSATION

This is a full-time position (starting wage \$35,000-\$43,000 negotiable with experience). The Lower Big Blue NRD offers:

- Family health, dental, and vision care insurance within 30 days of hire.
- Life insurance and long-term disability insurance
- Employer matching retirement
- 10 Paid holidays
- Separate vacation and sick leave hours
- Tuition assistance

To be considered, please submit an application, cover letter, resume, and contact information including for three professional and or personal references. An application and detailed job description can be found on our website at, www.lbbnrd.net or by request. Both USPS and electronic formats are welcome. Submit information to Scott Sobotka at sobotka@lbbnrd.net no later than November 21, 2022.

Lower Big Blue NRD
P.O. Box 826
Beatrice, NE 68310
(402) 228-3402

The Lower Big Blue NRD is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, national origin, religion, sex (including pregnancy), gender identity, sexual orientation, disability, marital status, age, protected Veterans status, or any other characteristic protected by applicable law.