



Lower Tule River Irrigation District Pixley Irrigation District

Job Title: Executive Secretary/Receptionist

The Lower Tule River and Pixley Irrigation Districts seek a highly organized and detail-oriented Executive Secretary/Receptionist to join our team. The ideal candidate will provide administrative support to ensure the efficient operation of the office. The role requires excellent communication skills, multitasking ability, and a proactive approach to handling various administrative tasks.

Responsibilities:

- **Office Management:** Maintain office supplies inventory, manage office equipment, and ensure a tidy and organized workspace.
- **Administrative Support:** Assist in daily administrative tasks such as handling incoming calls, emails, and correspondence. Schedule appointments, meetings, and manage calendars for team members.
- **Documentation and Filing:** Create, organize, and maintain physical and electronic files and records. Ensure the accuracy and completeness of documents.
- **Data Entry and Record Keeping:** Input, update, and maintain databases, spreadsheets, and other records as needed. Compile and generate reports upon request.
- **Coordination:** Assist in coordinating travel arrangements, including booking flights, accommodations, and preparing itineraries.
- **Communication Liaison:** Serve as a liaison between internal teams, external partners, and clients. Handle inquiries and redirect them as necessary.

Requirements:

- Proven experience as a Secretary/Receptionist or in a similar role.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and other office management software.
- Strong organizational and time-management skills with the ability to prioritize tasks.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills.
- Discretion with sensitive information and the ability to maintain confidentiality.

- Ability to work independently and in a team environment.
- High school diploma; additional qualifications in Office Administration or related fields are a plus.

Benefits:

- Competitive salary based on experience (\$18.61 - \$26.20)
- CalPERS retirement benefits
- Health, dental, and vision insurance
- Paid time off and holidays
- Professional development opportunities
- Friendly and collaborative work environment

How to apply: Applications are available at www.ltrid.org. Please submit your application to ccanales@ltrid.org.

Note: The job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.