

Office Manager

The Clay County Water & Sewer District is seeking an experienced and organized office manager to oversee daily operations and ensure the smooth functioning of our office. The ideal candidate will manage administrative tasks, coordinate office activities, maintain supplies and equipment, and serve as the point of contact for employees, vendors, and customers.

Responsibilities:

- Manage daily office operations and administrative processes.
- Work well with staff.
- Provide exceptional customer service and support.
- Maintain office supplies, equipment along with vendor relationships.
- Coordinate meetings, events, and travel arrangements.
- Assist with budgeting, expense tracking, and record keeping.

Qualifications:

- 3+ years of office management or administrative experience.
- Strong organizational, communication, and multitasking skills.
- Proficiency in computer software skills.
- Leadership ability and positive, problem solving mindset.

To inquire, please contact 828-389-1361