



FULL TIME OFFICE MANAGER
for the
San Jacinto County Texas AgriLife Extension Office

Our office is seeking a FULL TIME PROFESSIONAL person.

Qualifications include:

Must have a High School Diploma, Associates Degree/Equivalent or above preferred.

Must be able to pass a drug test, background check and physical

At least 2 years experience in general office procedures.

Must be able to follow directions and work independently while being a team player.

2 years experience in customer service is a must.

Knowledge and ability to use Microsoft office is required, including word, excel, powerpoint, outlook, teams, etc...

Experience answering phones, filing, copying and other office skills.

Must be ORGANIZED

Must be dependable and have timely regular attendance. We are a small office serving a large community.

Ability to work with a diverse group of people while maintaining composure during stressful events.

Ability to track and maintain a budget, fundraisers, dues for membership, etc

Ability to proofread and create letters and emails in a professional manner.

Ability to update office website and social media posts or willingness to learn.

Ability to work in fast paced environment.

Ability to lift/move at least 50 pounds

Ability and willingness to perform manual labor when necessary. This is not your typical office job.

Some nights and weekends required.

Extra hours may be required during times of natural disaster.

Must be flexible.

Experience with 4-H a plus.

This is a county paid position with county benefits.

For more details please contact our office at (936) 653-2024

Applications can be picked up at our office Monday-Thursday 8:30-4:30 and Friday 8:30-11:30. Office is located at 250 Live Oak Suite A, Coldspring TX 77331.