

Employment Opportunity Receptionist

Job Description:

The Sussex Conservation District is accepting applicants for a full-time receptionist located at our Ag Program Office located on Berlin Road in Georgetown. This is an entry level position that requires experience in data management and other administrative tasks. Compensation will be determined based upon qualifications and experience.

Job Requirements:

- Greet customers with a friendly and courteous personality.
- Answering phones and resolving issues with customers.
- General office and administrative duties.
- Data Management skills, experience in Excel and Access, and MS Word.
- Understanding of accounts reconciliation, a plus
- Candidate must be well organized, thorough, and able to work on multiple assignments/tasks simultaneously.
- Perform other related duties as requested by the Director of Ag Programs.

The Sussex Conservation District is an Equal Opportunity Employer. **Deadline to apply is November 19, 2021. Please forward resume to Debbie.absher@de.nacdnet.net.**