

Office Manager for County Extension Office, Madison County

Job Description: Full Time

Hours: Mon-Friday 8:00am to 5:00pm (1 hour lunch break)

Duties are as follows, but are not limited to:

- Manage the office's budget as far as working with the county auditor filling out and requesting PO's (purchase orders) and budget amendments
- Answering phones
- Assisting clientele in the office, on the phone, email, and social media
- Keeping the office website up to date with events and news
- Maintaining office supplies inventory
- Helping Agent and Program Assistant with Program planning and implementation
- Supporting the 4-H program
- Some afterhours work
- Management of the 4-H Connect System (confirming enrollment and event registrations, etc.)
- Communicating with AgriLife Administration, other counties, and the Madison County Community
- And others

Preferred Skills:

- Proficient with computers
- Self-motivated
- Proficient in Microsoft Office programs
- Works well with others
- Financial management
- Dealing with clientele in a professional and courteous manner
- Very organized
- Willing to learn

Please send resumes and application to the Madison County Extension Office

300 W. School St. Rm 101

Madisonville Texas, 77864

936-348-2234