

JOIN OUR TEAM!

The South Montgomery County Fire Department seeks a highly motivated professional to serve as a full-time Administrative Support Specialist. This is an exceptional opportunity to contribute to a rapidly growing and progressive Fire Department by providing vital administrative assistance across various departments, including HR, Accounting, Technology, Fleet Maintenance, and Logistics.

Salary Range \$50,000—\$60,000 Annually

Based on Experience and Education

Additional Incentives:

- Associates Degree is \$100.00 month
- Bachelors Degree is \$200.00 month
- Masters Degree is \$300.00 month
- Non-Tobacco Incentive

Benefits:

- Health Insurance
- Dental Insurance
- Life Insurance
- Vision Plan
- TCDRS Retirement Plan (7% Employee/17.5% Employer match)
- Deferred Compensation Plan (optional)

Preferred Qualifications:

- A high school diploma or equivalent required.
- An Associate Degree or higher in a relevant field.
- 2 years of experience in an administrative, receptionist, or customer service role.
- Excellent verbal and written communication skills and a courteous and professional demeanor.
- Strong organizational and multitasking abilities, with thorough attention to detail.
- Skilled in using Microsoft Office (Word, Excel, PowerPoint, Outlook) and capable of quickly adapting to new software applications. Prior experience with QuickBooks software would be beneficial.
- Ability to work effectively in a fast-paced environment while maintaining sensitivity to confidential information.
- A strong team player with a positive attitude



For more information use the links below
employment@mcesd8.org * 281-363-3473 * www.mcesd8.org