

JUPITER INLET DISTRICT seeks administrative assistant for two-person office. Preferred candidate will have a minimum of 5 years verifiable experience in executive level support. Adept at Word, Excel, QuickBooks, Adobe, DropBox, and other office applications; must have exceptional communication skills (verbal and written); be able to work independently at the office, but maintain a close, effective working relationship with the Executive Director, the Board, outside agencies and staff; be able to effectively transcribe meeting minutes. Experience in Florida Special District or local government at the executive level of support is preferred. Email resume to mwallace@jupiterinletdistrict.org or mail to JID 400 N Delaware Blvd. Jupiter, FL 33458 NO PHONE CALLS PLEASE. EEO