



Hot Springs County Weed & Pest Control District

711 Springview St., P.O. Box 543, Thermopolis, WY 82443
Office: (307) 864-2278 | hscwpcd@gmail.com
hscweedandpest.com

HSCWP is hiring for the following position

Administrative Assistant

We are seeking an individual to join our team and contribute to our mission of providing superior noxious weed and pest control in Hot Springs County through environmentally sound, integrated management practices and education.

Key Responsibilities:

- Assist in implementing the District's noxious weed and pest programs and projects
- Run the office – maintain regular office hours, manage the reception area, maintain vendor and customer information, track inventory, keep sales and inventory records
- Provide customer service – conduct sales to customers, answer questions, maintain customer records
- Budget and Finances – conduct banking operations, oversee accounts payable and receivable, assist in creating, submitting and operating within the annual budget
- Technology – help maintain the website and social media posts, organize electronic data, use accounting software, spreadsheets, word processor, etc.
- Serve as Secretary to the Board – attend board meetings, take notes, provide reports as necessary
- Education – attend local events to promote our programs and mission, help create informational materials

Qualifications/Eligibility:

- Be 18 years old or older
- Have an Associate's Degree or two years of college courses or have equivalent work experience in office management, accounting, public relations, or weed management
- Have the ability to use a range of office software to include email, spreadsheets, word processing, accounting software, etc.
- Be willing obtain a Wyoming Commercial Pesticide Applicator License

Compensation & Benefits:

\$18 + per hour; varies depending on experience

This position is a full-time, non-exempt position eligible for overtime pay, health insurance, retirement, paid holidays, vacation and sick leave benefits.

To apply, submit a resume to the District Supervisor at hscwpcd@gmail.com or visit our office at 711 Springview Street, Thermopolis. Contact our office for a full job description or if you have any questions.

The position is open until filled.

HSCWPCD is an equal opportunity employer. Successful applicants will be required to show proof that they are eligible to work in the United States under U.S. Immigration Law. Successful applicants will be screened for drugs and alcohol as a condition of pre-employment, and will be subject to random testing during employment according to HSCWP Drug and Alcohol Policy.