

## Receptionist/Secretary

The Lower Platte South Natural Resources District is accepting resumes for a full-time Receptionist/Secretary.

Responsibilities include receptionist and telephone responsibilities; schedules meetings; arranges out of town travel arrangements; clerical support; and assists staff with programs, projects, and other duties.

Must be people oriented, good phone skills, good communication skills, ability to multi-task, and detail oriented. An interest in natural resources is preferred. Proficient in Microsoft Office Suite. Minimum of five years of office work experience.

Competitive compensation and an excellent benefit package is offered.

If interested, please submit a letter of interest and resume to the attention of Kathy Spence at [jobs@lpsnrd.org](mailto:jobs@lpsnrd.org) or to the following address by noon on September 29, 2017:

Kathy Spence, Lower Platte South NRD  
P.O. Box 83581  
Lincoln, NE 68501-3581

The Lower Platte South Natural Resources District is an Equal Opportunity Employer.