

TREASURE ISLAND MUNICIPAL UTILITY DISTRICT (TIMUD)  
**PART TIME OFFICE EXECUTIVE ANNOUNCEMENT**

TIMUD is accepting applications for a part-time, **Office Executive** for immediate placement.

Posting Period: December 1-31, 2024

Qualified/Interested candidates will submit a cover letter and resume to the Board of Directors at [treasureislandmud3@gmail.com](mailto:treasureislandmud3@gmail.com) or mailed to TIMUD, 146 Fathom Dr, Freeport TX 77541 no later than December 31, 2024.

**DESIRED ATTRIBUTES:**

- Impeccable loyalty, integrity and trustworthiness
- Analysis/Assessment, Judgment, Decision making and Problem solving
- Planning, Coordination and Organization
- Time management
- Attention to detail
- Initiative/Motivation
- Adaptability
- Teamwork

**REQUIRED SKILLS:**

- Excellent communications and interpersonal skills
- Proficient with Microsoft Office (Word, Excel, PowerPoint)
- Proficient with Google applications
- Proficient with QuickBooks
- Budgeting and Billing
- Resource management and accountability
- Record-keeping and file management

**OFFICE EXECUTIVE JOB SUMMARY:**

We are seeking a highly organized and responsible individual to oversee the administrative operations. You will organize files, review bills and accounts, communicate with and respond to client matters (internal and external) and support the Board of Directors as required. You will also ensure resources are available as needed. Your primary goal is to keep our office running smoothly in all aspects. A highly qualified candidate has at least three years of administrative and customer service experience.

November 19, 2024