



Lumberton Fire & EMS Hardin County ESD #2

**Come join us and be apart of
our growing team!**

Now Hiring for Executive Assistant

Minimum Requirements:

- High school diploma or GED equivalent
- At least 3 years of experience in a fast-paced administrative support position.

Benefits and Compensation:

- Salary will be depending on experience
- Retirement through TCDRS with 2:1 match @ 6%
- Employee paid health, vision and dental and family contribution
- 200 hrs of PTO on first year
- 15 paid Holidays off
- Education assistance
- Longevity pay
- 40 hr work week



Apply online at hcesd2.com/careers/

Application Open Until Filled

