



Employment Opportunity

Secretary / Administrative Assistant

South Cameron Fire Department

184 B East Creole Hwy,
Creole, LA 70632

The South Cameron Fire Department is seeking a qualified, motivated, individual for a position of Secretary/Administrative Assistant. This is a full-time job that plays a vital role in supporting the administration and operations of South Cameron Fire Department.

Qualifications:

- High school diploma or equivalent required; an associate degree in business administration or a related field preferred
- Previous experience in an administrative support role, preferably within a governmental or fire department environment
- Strong organizational skills with excellent attention to detail
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to work independently and as part of a team
- Knowledge of fire department operations is a plus

South Cameron Fire Department is an equal opportunity employer.

Interested candidates should submit a resume and three professional references to: First Assistant Chief Manuel,
lmanuel@southcameronfd.org

Any submissions prior to January 1, 2026 or after February 2nd, 2026 will not be accepted.

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