



JOB OPPORTUNITY

Date Posted: January 30, 2026

Job Title: Receptionist / Administrative Assistant

Location: Rio Grande Valley Livestock Show, Inc.

Reports to: Executive Director & General Manager

Employment Type: Full-Time | On-Site (with extended hours in March)

The Rio Grande Valley Livestock Show & Rodeo is seeking a highly organized and customer-focused Administrative Assistant to support daily office operations and provide exceptional service to our community, vendors, sponsors, and visitors. This position is a key front-facing role and requires professionalism, strong communication skills, and the ability to manage multiple priorities in a fast-paced environment.

KEY RESPONSIBILITIES

- Serve as the primary point of contact by answering and managing incoming phone calls and greeting/assisting visitors with a friendly and professional attitude.
- Assist with accounts receivable, including logging payments, preparing deposits, and maintaining accurate financial records.
- Support staff by helping prepare and process RV contracts, vendor contracts, and sponsor documents.
- Manage incoming and outgoing correspondence, including mail, email, and deliveries.
- Prepare event packets for committees, volunteers, vendors, and participants.
- Perform accurate data entry for various programs, reports, and internal systems.
- Provide administrative support for scheduling, organizing, and setting up meeting rooms and materials.
- Other duties as assigned to support the mission and daily operations of RGVLS.

QUALIFICATIONS & SKILLS

Required:

- Strong proficiency with office software including Microsoft Word, Excel, Outlook, and ability to learn online software platforms.
- Excellent customer service and interpersonal communication skills.
- Strong organizational abilities with attention to detail and accuracy.
- Ability to manage multiple tasks while maintaining professionalism.
- Experience handling confidential information with discretion.
- Dependable, punctual, and team-oriented.

Preferred:

- Prior administrative or office support experience.
- Experience in events, nonprofit operations, or similar environments is a plus.

WORKING CONDITIONS

- On-site position at the RGVLS office.
- Standard weekday office hours, with occasional extended hours during peak event seasons.
- Fast-paced environment requiring flexibility and a positive attitude.
- Frequent interaction with the public, vendors, sponsors, and volunteers.

COMPENSATION

Wages commensurate with experience. Benefits package available.

How to Apply: Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications at www.rgvls.com/p/info/job-opportunities. Applications will be reviewed on a rolling basis until the position is filled.

The Rio Grande Valley Livestock Show and Rodeo is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
