



Administrative Secretary

A fast paced, statewide non-profit agency is seeking a part-time administrative secretary to assist the Executive Director with a variety of clerical tasks including answering phones, membership database maintenance, light bookkeeping, filing and conference planning/registration assistance, and other duties as assigned.

Qualifications: Qualified applicants will possess strong interpersonal, oral and written communication skills; be able to work independently, prioritize work, multitask and have strong organizational skills. Technical qualifications include proficiency in the use of Microsoft Outlook, Word, Excel, PowerPoint and Access and other office equipment.

A minimum of 2 years of professional office-related experience is preferred; hours are flexible and salary is commensurate with experience. Submit a resume with cover letter and one letter of reference to Executive Director P.O. Box 1332, Jefferson City, MO 65102-1332 by April 21, 2017. EOE