



Job Announcement for Administrative Assistant

Job Description: This is senior-level specialized support, technical and/or administrative work involving a high degree of independent judgment and action. Work involves responsibility for making independent decisions based upon knowledge of association's operations, policies and procedures. Maintains fiscal records; prepares and processes invoices, expense accounts, budget allocations, personnel records as well as inventory records; maintains filing system and prepares and oversees records for storage; reviews documents for accuracy, completeness and compliance; enters, updates and/or retrieves information utilizing an automated system; assists with conference planning/registration; uses a computer keyboard and word processing software on a regular basis; and operates standard office equipment.

Qualifications: Applicant must possess comprehensive knowledge of office practices, procedures and equipment as well as have intermediate knowledge of computer information systems and software including but not limited to the following: Windows 7 or higher, Microsoft Office Professional Plus 2010 or higher(Outlook, Word, Excel, Powerpoint, Access and Publisher), Adobe Acrobat Pro and Adobe Photoshop and Dropbox. Applicant must have four or more years of office or related clerical experience.

Submit resume with letter of interest no later than August 29, 2014 to Marcia Hazelhorst, Executive Director P.O. Box 1332, Jefferson City, MO. 65102-1332. MJJA is an Equal Opportunity Employer.