

## **WEATHERIZATION ADMINISTRATIVE ASSISTANT**

An opening exists for a full-time Office Administrative Assistant at the Weatherization Office in Bowling Green, MO. Regular work hours will be Monday – Friday; 8 a.m. – 5 p.m. The position will work under the direction of the NECAC Weatherization Director and involve contact with the public, visitors and clients, answer questions, coordinate referrals, utilize computer technology, complete paperwork and route/assist individuals/families as appropriate. Candidates must possess a high school diploma or GED, along with excellent people skills, hands-on computer experience and a working knowledge of Excel and Word software programs. Individual must be able to multi-task, work independently, be extremely organized and possess a strong attention to detail. Accounting experience preferred as position will track cost of weatherization projects and apply them to appropriate funding sources. This full-time position has a starting wage of \$11.00 an hour, and an excellent benefit package that includes agency paid health insurance with dental and vision, agency provided 401(k) retirement plan, 14 paid holidays and accumulative vacation days and sick days. A valid driver license and a reliable and insured vehicle are required. Subject to background check and drug screen.

Please mail resume and cover letter no later than Tuesday, March 20, 2018 to: NECAC-Personnel Officer, P.O. Box 470, Bowling Green, MO 63334 OR e-mail to [ccox@necac.org](mailto:ccox@necac.org) OR fax to 573-324-3960. EOE/MFDV

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