

ADMINISTRATIVE ASSISTANT (PROPERTY MANAGEMENT)

BOWLING GREEN, MO

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a full-time Administrative Assistant for the Finance Operations Department at the Central Office in Bowling Green, MO. Regular work hours will be Monday thru Friday; 8 a.m. – 5 p.m.. This is a 40 hour a week position. The position will work under the direction of the Director for Property Management and involve contact with the public, visitors and clients, answer questions, utilize computer technology, and complete paperwork 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. Will be responsible for preparing letters, reports, news releases, memorandums and statistical data. Will work with tenants and prospective tenants to provide them necessary information. This position has a starting wage of \$10.00 an hour, and an employee benefit package that includes an excellent 100% agency premium-paid health insurance plan with dental & vision coverage; an exceptional 401(k) retirement plan with a progressive agency paid contribution of 3-6% with no required employee match; 14 paid holidays; accumulative paid vacation leave which may progress to 23 days per year; and 10 days paid sick leave per year..

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to dpage@necac.org, or FAX to 573-324-3960. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V