

## **ADMINISTRATIVE ASSISTANT (SELF HELP PROGRAM)**

### **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 Self Help program 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 Construction Supervisor for Self Help and involve contact with the public, visitors and clients, work on special projects; attend meetings; follow through on requested information, to include agendas, mailings and registration.

Candidates must possess a high school diploma or GED, along with excellent people skills, three years or more hands-on computer experience and a working knowledge of Excel and Word software programs. Excellent spelling and grammar are required. This full-time position has a starting wage of \$10.00 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.

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](mailto: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](http://www.necac.org). EOE/M/F/D/V