



Administrative Assistant – Part Time

RESPONSIBILITIES & DUTIES

Busy statewide health care association located in Jefferson City has an immediate opening for a part-time Administrative Assistant. Looking for someone to work approximately 16-20 hours per week. Must have excellent verbal skills, be detail oriented and able to work independently of others, with the skill to handle multiple projects in a timely and efficient manner. Candidate should be proficient within a Windows environment and with Microsoft Office products. Excellent working conditions in a team environment. Please send cover letter with salary expectations, resume and references to Executive Director, 3340 American Ave, Jefferson City, Missouri 65109.

- Log all accounts receivable payments and assist in annual membership renewal.
- Assist with greeting visitors and rental customers upon entrance to building, and support meetings held at facility.
- Open, sort, date and distribution of mail to appropriate staff.
- Assist Operations Director general office duties: update telephone system, office equipment maintenance, correspondence, duplicating, faxing, scanning, typing, organizing upfront office or any clerical duties requested.

Technical Skills and Prior Experience

- Must be PC proficient with experience using Microsoft Office.
- Strong interpersonal (team) and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.

ADDITIONAL DETAILS

- Salary range: \$15/hour to \$25/hour. Commensurate with professional experience and qualifications.

TO APPLY

Send cover letter, resume and salary expectations by January 25, 2025 (digital files accepted) to:

Stacey Hemmel
Missouri Dental Association
3340 American Ave
Jefferson City MO 65109
finance@modentalmail.org