



**Administrative Assistant
Manchester, MO (63011)**

7:30 a.m. – 4:00 p.m. (40 hrs./wk.) Mon-Fri

General Description:

- Performs varied administrative and office support activities for assigned supervisor/department
- Establishes, develops, maintains, and updates forms, records and filing systems as needed
- Perform assigned program and participant data entry
- Prepares and maintains reports
- Works in cooperation with other administrative staff to cover phones
- Creates or updates PowerPoint presentations as needed

Requirements:

- High School diploma or equivalent; Associate degree and or specific administrative course completion preferred with two or more years professional administrative experience
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Excellent verbal and written communication skills
- Occasional local travel to run office errands as requested. Must have valid driver's license, reliable transportation and automobile insurance as required by the law
- Must be able to move about the office and lift 15lbs, bend, stoop and stand as needed
- Must have or be willing to obtain COVID-19 Vaccination(s)
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees

Benefits Package:

- \$17.50/hr. (40hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent Retirement Savings Plan
- 13 Paid Holidays
- 12 Days' Vacation Pay
- 12 Days' Sick Pay
- Life Insurance with buy up options

Interested in this position?

Contact H.R. Specialist *Laura Reich*

Direct ph: (636) 207-4231

Lreich@agingahead.org

EOE