



CITY OF MISSION

Job Posting

ADMINISTRATIVE ASSISTANT

The City of Mission, KS is currently seeking an Administrative Assistant responsible for performing intermediate clerical work and performing a variety of office assistance tasks, including: preparing and maintaining detailed files and records, typing, word processing and data processing. The Administrative Assistant also serves as receptionist by greeting visitors and answering telephones and providing information.

Any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office procedures and considerable office assistance experience will be considered.

Competitive salary DOQ and comprehensive benefits package.

Interested candidates please send resume by March 28, 2016 to hr@missionks.org. Be sure to indicate "Administrative Assistant" in subject line. No phone calls please. EOE.