

**NOW HIRING! Office Manager.**

The Grundy County Extension Council is seeking a professional, friendly, and self-motivated individual to perform customer service, bookkeeping, event coordination, and other office duties in support of the council and MU Extension staff.

This position is an employee of the Grundy County Extension Council and is responsible for a variety of secretarial work and some office management for the county extension programs. The position is at the Grundy County Extension Office located on the NCMC Campus in the Alexander Student Center building at 1301 Main St., Basement G11, Trenton, MO, is nonexempt, 30 hours per week/\$10.30 hour. Regular work hours are Monday-Friday 8:30 a.m.–3:30 p.m. with hour lunch.

Minimum requirements: high school diploma or GED equivalent, ability to type 50 words per minute with high accuracy, effective written and verbal communication skills, and be proficient with computer and other modern technologies found in today's office workplaces. Skills including experience with Microsoft Office Professional software and bookkeeping are a must, prior experience with QuickBooks is preferred.

Successful applicant will be required to pass a background check and drug screening. Applications will be reviewed starting Jan. 22, 2021 with interviews to be during the week of Jan. 25, 2021. For more information or questions, please call 660-357-6580 ext. 1582, or email [carleequinn@missouri.edu](mailto:carleequinn@missouri.edu).

EEO/AA/ADA Employer