

***** JOB OPENING NOTICE *****

Open: March 5, 2017

Background Check Technician

MHA Management Services Corporation (MSC), a subsidiary of the Missouri Hospital Association (MHA), is seeking a motivated, detail-oriented team player to perform a variety of technical and clerical duties in order to perform background check services for clients. Successful candidate must be a high school graduate, having had courses in typing, English composition, spelling or business college training. Should have computer, editing and proofreading skills. Familiarity with Microsoft Word, Excel and PowerPoint and Adobe Acrobat software is desired. Must be able to enter data into various programs accurately. Should have at least three years of clerical experience, preferably in a business office. MSC is an equal opportunity employer with a smoke-free work environment. MSC participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 6766, Jefferson City, MO 65102-6766 or fax to 573/893-7665.