



Herb B. Kuhn
President and CEO
P.O. Box 60
Jefferson City, MO 65102

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

Open: June 7, 2019

Executive Assistant

The Missouri Hospital Association is seeking a motivated, detail-oriented self-starter to perform a variety of secretarial and clerical duties. Must be a high school graduate with college-level business courses preferred. Must have at least three years administrative support experience, preferably in a business office or health care facility. A high level of proficiency with Word, Excel and PowerPoint software is required. Good proofreading and communication skills required. Must be able to work independently and possess excellent time management and organizational skills. MHA is an equal opportunity employer with a smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or fax to 573/893-7665.