



Jon D. Doolittle  
President and CEO  
P.O. Box 60  
Jefferson City, MO 65102

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

Open: February 19, 2025

**Assistant to Chief Operating Officer and Senior Vice President  
of MHA Management Services Corporation**

MHA Management Services Corporation (MSC) is seeking a motivated, detail-oriented self-starter to perform a variety of administrative support duties for the COO and Senior Vice President of MHA Management Services Corporation and MSC Data Commercialization and MHA Finance and Operations departments.

Must be a high school graduate. At least three years of administrative support experience, preferably in a business office, is strongly preferred. Excellent organization and project management skills are essential. Must be able to perform tasks with a high degree of accuracy, confidentiality, dependability and independence, handle diversified duties efficiently and simultaneously, prioritize tasks and work well under time limitations. Strong and effective writing, editing, proofreading and communication skills are required. Must be professional, courteous and cooperative in dealing with phone calls, visitors, stakeholders and staff members. Candidate must be dedicated to providing excellent service with strong interpersonal abilities and a commitment to fulfilling the needs of others. Ability to anticipate and resolve issues related to schedule, travel or meeting conflicts is required. Must effectively and efficiently utilize application software, office machines, computers and related equipment and be proficient with Microsoft Office 365 suite of products including Word, Excel, Outlook, PowerPoint, Forms, Teams, OneDrive and SharePoint, as well as Adobe PDF software.

MSC is an equal opportunity employer with a drug and smoke-free work environment. MSC participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or email to [humanresources@mhanet.com](mailto:humanresources@mhanet.com).