

Administrative Assistant

An organized self-starter with excellent communication and people skills is needed for a full-time position in a busy, professional office. Candidates must be organized, detail oriented and comfortable with office technology. Responsibilities will include assisting with training, planning special events, office management, managing schedules and a variety of other duties. Excellent salary and benefit package in a pleasant work environment. Send resume to:

Jenny Haught

Chief Financial Officer

Mark Twain Behavioral Health

P.O. Box 708, Hannibal, MO , 63401.

EOE