



BE PART OF SOMETHING GREATER!

ADMINISTRATIVE ASSISTANT

Position Summary: Greater Nevada is seeking an experienced Administrative Assistant for our office in Carson City. This position supports senior level managers, which requires a high degree of professionalism. The successful candidate must have excellent written and verbal communication skills; the ability to work positively and cooperatively with staff on all levels; the ability to prioritize and manage multiple projects;

Must be proficient in MS Office, Word and Excel. Candidates with a minimum of three years experience supporting multiple senior managers are encouraged to apply.

Available Locations: Current employment opportunity is available in Carson City.

We are looking for individuals with the following attributes:

- A high degree of professionalism
 - Ability to work positively and cooperatively with staff on all levels.
 - Excellent written and verbal communication skills.
 - Ability to prioritize and manage multiple projects.
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Greater Nevada proudly offers all employees:

- A positive and Team Oriented Environment
 - Competitive Salary and Incentives
 - Paid Time Off for Volunteer Activities
 - Excellent Training and Career Development Opportunities
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Join Greater Nevada in a full-time position and become eligible for:

- Medical, Dental, Vision, Life, and LTD Insurance
- 401(k) Plan
- Paid Holiday, Vacation, Sick & Sabbatical Leave

Bilingual fluency in English and Spanish is desired for all positions at Greater Nevada.

How to apply: Fax or mail your resume or completed application to the following:

Department of Human Resources
Attn: Human Resources Specialist
PO Box 2128
Carson City, NV 89702
Or Fax: 775-884-7043

Download materials available from: <http://www.gncu.org/employment.html>
You may e-mail a request for information to: employment@gncu.net or call
775-888-GNCU (4628)

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