



## MONTANA LEGAL SERVICES ASSOCIATION

**Position Title:** Administrative Assistant

**Location:** Helena, Montana

The Montana Legal Services Association (MLSA) seeks a dependable and motivated individual to provide general administrative and organizational support to the management and administrative staff in our Helena office. Specific duties may include assistance with hiring and human resources functions, filing and record-keeping, organizing and ordering office supplies, arranging travel, opening and scanning mail, and other duties as assigned.

This is a 40-hour per week position located in MLSA's Helena office. The position is supervised by the Grants Administrator in the Helena office, and also assists the accounting staff in the Helena office.

### Requirements:

- Associate's degree or minimum of 2 years post-secondary education preferred
- Minimum of 5 years administrative work experience preferred
- Excellent organizational skills, with a proven ability to prioritize and manage tasks
- Ability to work both independently and as part of a team
- Good judgment and analytical skills
- Capacity to learn and adapt to change
- Demonstrates dependability and initiative
- Demonstrates concern for the interests of MLSA's clients
- Ability to juggle multiple tasks
- Proficient at computer word processing and use of spreadsheet software
- Willingness to learn and further develop administrative and technology skills and abilities

The Montana Legal Services Association is an Equal Opportunity Employer.

**Salary:** \$30-35,000 per year, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

**To Apply:** Send a letter of interest, resume, and the names of three references by email to [hiring@mtlsa.org](mailto: hiring@mtlsa.org).

**Deadline:** Screening of applicants will begin on February 25, 2019, and will continue until the time of selection.

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