



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 include making all travel and conference arrangements, opening and scanning all mail, assistance with accounts payable scanning and data entry, filing and record-keeping, organizing and ordering office supplies, and other duties as assigned. This is a 40-hour per week position.

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

MLSA is an equal opportunity, affirmative action employer. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender persons are welcome and are encouraged to apply.

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.

Deadline: Screening of applicants will begin immediately. The priority deadline for applications is November 15, 2019. The position will remain open until filled.

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