



Administrative Assistant/Clerk Opportunity

North Central Regional Planning Commission is seeking an energetic and personable person for the position of Administrative Assistant. At minimum, the individual must have a high school diploma or equivalent, with at least three (3) years related experience, or an associate degree or diploma with business emphasis from an accredited post-secondary institution. Experience with QuickBooks and Microsoft Office Professional is preferred.

Responsibilities:

- Office Duties
- Greeting and assisting customers
- Data entry
- Manage accounts receivable

Benefits:

- Competitive pay based on experience
- Holiday, Vacation & Wellness pay
- Health & Dental Insurance
- Flex Benefits
- KPERS
- Flexible work environment

All interested parties should submit their resume' with at least three (3) references to the below address. Review of the applications will begin May 20, 2022. The position remains open until filled. A job description is available upon request. To learn more about the organization visit www.NCRPC.org and its affiliate at www.nckcn.com. Contact John or Pepper at (785) 738-2218 with further questions.

Mail or deliver the information requested to
North Central Regional Planning Commission
109 N. Mill, P.O. Box 565
Beloit, KS 67420

The NCRPC is an Equal Opportunity Employer.