

JOB ANNOUNCEMENT

Dunbar Strandness, Inc. is seeking qualified applicants for the following position:

Title: Administrative Assistant

Work Location: Association Office
Meadow Creek
823 Old Settlers Trail
Hopkins, MN 55343

Job Requirements:

1. Knowledge of, and experience in, telephone work, reception work, and general office practices and procedures.
2. Keyboard and 10-key skills, and knowledge of, and experience with, Word, Excel and other computer software.
3. Ability to work with, and maintain records, and to handle arithmetic computations with accuracy.
4. Ability to communicate effectively and professionally, both orally and in writing.
5. Ability to work independently, organize work, establish priorities, follow defined procedures, and follow through in the completion of tasks.
6. Ability to deal with stressful situations in a calm, organized and effective manner.
7. Ownership of a car, or regular access to one, and the ability to drive occasionally on company business.

Pay: \$12.75 per hour.

Benefits:

1. Paid leave: 10 days per year of vacation, 9 days per year of sick leave, and 10 paid holidays each year.
2. If an employee uses 4 or fewer days of sick leave in a calendar year, the employee will be credited with one extra day of vacation. If no days of sick leave are used, the employee will be credited with two extra days of vacation.

3. Group medical insurance and dental insurance coverage for the employee. SIMPLE IRA pension program with an employer match of up to 3%.

Hours: 40 hours per week. Flexible hours between 8:00 AM to 6:00 PM, Monday through Friday. Work schedule may vary from week to week. Some overtime may be required.

Duties: See the accompanying **Summary Job Description**.