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Administrative Assistant

Employer

Mosaic
2120 E 9th Ave,
Winfield, KS 67156
402-235-8203

Job Description

Mosaic serves more than 5,200 people in 13 states and 750 communities. Services are tailored to meet individual needs and goals, allowing people to be as independent as possible. Services are designed for people with disabilities, mental and behavioral health needs and autism, as well as aging adults.

Performs a variety of duties related to office and accounting functions. Provides clerical support and inputs accounting information.

Requirements:

High School diploma or equivalent. Minimum of one year office experience.

Schedule:

- Monday – Friday 8a-5p

Apply

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