



**BE PART OF SOMETHING GREATER!**

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## **ADMINISTRATIVE ASSISTANT**

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**Position Summary:** Greater Nevada is seeking an experienced Administrative Assistant for our office in Carson City. This position supports senior level managers, which requires a high degree of professionalism. The successful candidate must have excellent written and verbal communication skills; the ability to work positively and cooperatively with staff on all levels; the ability to prioritize and manage multiple projects;

Must be proficient in MS Office, Word and Excel. Candidates with a minimum of three years experience supporting multiple senior managers are encouraged to apply.

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**Available Locations:** Current employment opportunity is available in Carson City.

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**We are looking for individuals with the following attributes:**

- A high degree of professionalism
  - Ability to work positively and cooperatively with staff on all levels.
  - Excellent written and verbal communication skills.
  - Ability to prioritize and manage multiple projects.
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**Greater Nevada proudly offers all employees:**

- A positive and Team Oriented Environment
  - Competitive Salary and Incentives
  - Paid Time Off for Volunteer Activities
  - Excellent Training and Career Development Opportunities
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**Join Greater Nevada in a full-time position and become eligible for:**

- Medical, Dental, Vision, Life, and LTD Insurance
  - 401(k) Plan (Also available for PT positions)
  - Paid Holiday, Vacation, Sick & Sabbatical Leave
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**Bilingual fluency in English and Spanish is desired for all positions at Greater Nevada.**

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**How to apply: Fax or mail your resume or completed application to the following:**

Department of Human Resources  
Attn: Human Resources Specialist  
PO Box 2128  
Carson City, NV 89702  
Or Fax: 775-884-7043

Download materials available from: <http://www.gncu.org/employment.html>  
You may e-mail a request for information to: [employment@gncu.net](mailto:employment@gncu.net) or call  
**775-888-GNCU (4628)**

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