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# Now Hiring at Stoddard County University of Missouri Extension Office

AUGUST 22ND 2019 BY DEE LOFLIN

## Now Hiring at Stoddard County University of Missouri Extension Office

Bloomfield, Missouri - Now Hiring Administrative Support - Stoddard County Extension Council is seeking a professional, friendly, and organized individual to perform customer service, bookkeeping, website updates, event coordination, and other office duties in support of the council and MU extension Staff.

The position is an employee of the county's University of Missouri Extension Council and is responsible for a variety of secretarial work and some office management for the county extension programs.

Position is located at 316 S. Prairie Street, Bloomfield, MO and is 40 hours per week. Regular work hours are Monday - Friday, 8:30 a.m. - 4:30 p.m.

Minimum requirements: high school diploma or equivalent, ability to type 50 words per minutes with high accuracy, effective written and verbal communication skills, and proficient computer skills, and proficient computer skills including Microsoft Word, Excel, etc. Must be efficient in Quickbooks.

90-Day Probationary Start Salary of \$8.60 per hour.

Complete job description and application form are available at <http://extension.missouri.edu/stoddard/>

Please create own resume and mail with application or bring to the office. Mailing address: Stoddard County Extension, P.O. Box 169, Bloomfield, MO 63825.

Anticipated start date will be 10/01/2019

For more information or questions, please call 573-568-3344, or email the office at: **stoddardco@missouri.edu**

LAST UPDATED ON AUGUST 22ND 2019 BY DEE LOFLIN

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