

**Hannibal Regional Economic Development Council seeking applicants for Office Administrator position.**

Join our dynamic economic development organization as an Office Administrator and help enhance the quality of life in the Hannibal region! HREDC, a community-focused non-profit, is seeking an Office Administrator to serve as the first point of contact for our organization. Reporting to the Executive Director, you'll manage office operations, engage with members, and handle fiscal responsibilities, all while maintaining a professional image in communications.

Expertise in QuickBooks, attention to detail, and strong communication skills will be essential as you coordinate meetings, manage accounts, and contribute to our marketing and fundraising efforts.

If you're ready to make an impact and help shape the future of our community, we invite you to apply!

To apply, please email your resume and cover letter to Maria Kuhns at [director@hredc.com](mailto:director@hredc.com).

For more information, please call 573-221-1033. Further job description below.

Position:	<b>Office Administrator</b>
Position Reports To:	Executive Director
Work Hours:	8-5 with occasional early mornings/evenings
Location:	3817 McMasters Avenue
Position Status:	Hourly, Full Time
Special Demands:	Occasional hours outside of the 8-5 workday

General Philosophy:	The Office Administrator supports the Executive Director and the Board of Directors, focusing on office and membership management, fiscal oversight, and project-based initiatives. This position prioritizes professionalism in all communications with members and clients, fostering a positive, confidential environment.
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Position Requirements:	<ul style="list-style-type: none"> <li>● Professional verbal and written communication skills</li> <li>● Proficiency in Quickbooks (Online or Desktop)</li> <li>● Attention to detail</li> <li>● Strong knowledge of Microsoft Office applications</li> <li>● Financial management</li> <li>● Marketing skills</li> <li>● Demonstrate good telephone protocol</li> </ul>
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<p>Job Responsibilities:</p>	<p>Office Administration:</p> <ul style="list-style-type: none"> <li>● Answer telephones and meet/greet visitors and prospects in a professional manner</li> <li>● Perform general office management functions including but not limited to: photocopying, mailing and maintain a hard copy and electronic filing system</li> <li>● Schedule and coordinate meetings, appointments, conferences, and travel arrangements. Record meeting minutes as needed.</li> <li>● Maintain office supplies and maintenance of office equipment</li> <li>● Manage employee/staff attendance calendar</li> <li>● Support Executive Director in assigned project-based work</li> </ul> <p>Membership Management:</p> <ul style="list-style-type: none"> <li>● Create and modify documents using Microsoft Office applications including assisting with mailings for marketing and fundraising efforts</li> <li>● Manage membership list and contact information</li> <li>● Assist in maintaining and updating the website</li> <li>● Assist Executive Director with communication channels like emails, mailings, and social media</li> </ul> <p>Fiscal Management:</p> <ul style="list-style-type: none"> <li>● Handle all accounts payable and track all receivables including invoicing and fundraising efforts</li> <li>● Manage separate accounts and reporting for all HREDC affiliated grants and program, including federal and state reimbursement grants</li> </ul> <p>All other tasks assigned by the HREDC Executive Director or Board of Directors from time to time.</p>
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