

UNITEDHEROESLEAGUE

Career Posting

Administrative Assistant II

Job Title: Administrative Assistant II

Setting: United Heroes League Corporate Headquarters

Location: Hastings, Minnesota

Hours: Monday – Friday 8:30am to 2:30pm (PT 30 Hours per Week)

Reports To: Vice President, Administration

Job Summary:

- This position is responsible for a variety of front office administrative tasks including; data entry, completing donor thank you letters and tax receipts, processing incoming and outgoing mail, and other duties as assigned.

Requirements:

- The ideal candidate will be very proficient in Microsoft Office platforms and be able to work independently in a diverse and very active office environment. Applicant must have an affinity for helping military families. Preference points given to current or former military members.

Compensation:

- Salary Range \$15 - \$20 per hour based on experience.

FOR MORE INFORMATION CONTACT:

Holly Olson, Vice President, Administration
United Heroes League
651-319-0737
HollyO@UnitedHeroesLeague.org