

## **ADMINISTRATIVE ASSISTANT- MARSHALL CAREERFORCE CENTER**

The Southwest Minnesota Private Industry Council is seeking a full-time Administrative Assistant/Receptionist for the Office located in Marshall, MN.

Pay Range: \$18.00 - \$20.00 per hour  
Schedule: Monday-Friday 8:00 a.m.- 4:30 p.m.

*Qualifications:* Associates degree preferred and/or equivalent years' experience. Customer Service Skills, Computer skills (at a minimum Microsoft, Windows, and Excel), Ability to communicate with tact and confidentiality, Ability to follow oral and written instructions accurately, General knowledge of the programs and services provided by the PIC and CareerForce partners. Diverse and/or bilingual candidates are encouraged to apply.

*Responsibilities:* Perform front desk reception/resource area duties; answer phones, maintain a clean and organized resource area, support office personnel, initiate public relations, and explain programs and services. Assist customers with online applications, resumes, and cover letters, the use of careerforcemn.com and other sites as needed; and referring customers to appropriate CareerForce partners. Register all customers in the customer registration system, maintain client files and office equipment inventory, order office supplies, and download monthly postage meter and copier usage. Prepare invoices, disbursement requests, client support service expenses etc.- submit to the appropriate party, report and track program obligations and expenditures, process incoming and outgoing mail, maintain petty cash, receipts, and reconcile petty cash fund.

*Benefits:* 401(k), Health Insurance, Dental Insurance, Vision Insurance, Paid Time Off, Paid Sick Leave, Flexible Spending Accounts, Health Savings Accounts.

Position is available immediately out of the Marshall Office.

An Equal Opportunity Employer/Provider. A Proud Partner of the American Job Center Network. Upon request, this information is available in alternate format.

If you are interested in the following position please send a letter of interest and resume to Jenna Weyer at [jweyer@swmnpic.org](mailto:jweyer@swmnpic.org) by Wednesday, March 18<sup>th</sup>, 2026.