

Ad for Wesley Foundation Administrative Assistant

The Wesley Foundation at MUW seeks to hire an administrative assistant. The administrative assistant will work 15-20 hours per week assisting with shopping and meal preparation, property concerns, correspondence, bookkeeping and other office duties. Clerical and bookkeeping experience is required. A working knowledge of Microsoft Word, Excel, and Quickbooks is required. It is important that the mission and ministry of the Wesley Foundation be embraced by the administrative assistant.

The deadline to submit a resume' or application is October 20, 2021. Applications and a job description are available at the Wesley Foundation and on the website, www.muwwesley.org. For more information call: 662-328-1998 or email: wesleymuw@gmail.com