

*WHERE THOSE WHO CARE FOR YOU  
CARE ABOUT YOU*



*Minneota Manor Health  
Care Center is seeking  
applicants for:*

**ADMINISTRATIVE ASSISTANT/SCHEDULER**

Our company is seeking an Administrative Assistant/Scheduler to manage the office & nursing staff scheduling. Ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position.

The ideal candidate for this job manages time in an organized resourceful manner.

**Qualifications:** College degree, 2 yr. experience in healthcare field, proficient in MS Office with aptitude to learn new software & systems.

**Full time position M-F 9am - 5:30pm**

Must be caring, **dependable** individuals. We offer competitive wages, holidays, education assistance and 401k. For an exciting & rewarding career opportunity, apply with us!

**CONTACT:** Business Office (507)872-5300,  
kathy@minmanor.com or apply online @ [www.minmanor.com](http://www.minmanor.com)

*P.O. Box 117 \* Minneota MN \* EOE*