

# **Executive Assistant**

Hovis & Associates has an opening for a full-time Executive Assistant position at the Festus location. The Firm is looking for a self-motivated, detail-oriented individual with strong people skills. This person should be able to demonstrate high performance levels, professionalism, and strong work ethic. Strong computer, grammar, and etiquette skills a must. Bachelor's Degree+ required. Excellent benefits package available.

**View job description and  
apply at:**

**[www.HovisandAssociates.com/join-our-team/](http://www.HovisandAssociates.com/join-our-team/)**