

JOB POSTING



Job Title:

Administrative Assistant – Afternoons/Evenings

General Statement of Duties:

The Administrative Assistant facilitates the efficient operation of the assigned duties by performing a variety of clerical and administrative tasks with the highest level of professionalism, confidentiality, and excellence in working with clients, community members, and staff.

Location:

Jackson

Qualifications:

- High school diploma with one to three years' experience working in an office setting. Strong preference for experience in outpatient behavioral health or medical setting.
- Must have excellent computer skills in a Microsoft Windows environment; must include Word and skills in using the internet along with the ability to learn new programs.
- Must be detail-oriented; manage time well and multitask.
- Must have a positive attitude and be a team player.
- Must communicate in a professional manner.
- Must have excellent customer service skills.
- Must be willing to learn and expand knowledge.
- Must be able to work in a very fast paced environment.
- Must have the ability to work with difficult populations.
- Must be able to successfully pass a background check.
- Must be willing to perform duties in keeping with Catholic social teachings.

Classification:

- (1) Part-Time – Non-Exempt - Jackson

Hours:

- Flexibility is necessary depending on the needs of the agency. Evening hours are required each week.

If interested, please respond immediately in writing with resume and cover letter to Kristen Gottschalk at kgottschalk@catholiccharitiesjlhc.org. EOE.

Providing Help · Creating Hope

Catholic Charities of Jackson, Lenawee & Hillsdale Counties • 3425 Francis Street, Jackson, MI 49203
www.CatholicCharitiesJLHC.org