



"Your Local  
Health Department"

## Branch - Hillsdale - St. Joseph Community Health Agency

570 N. Marshall Road  
Coldwater, MI 49036  
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Fax (517) 278-2923

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(517) 437-7395  
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Three Rivers, MI 49093  
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### Administrative Support Clerk Vacancy Announcement

The Administrative Support Clerk works under the supervision of the Administrative Services Director and performs a variety of clerical and bookkeeping tasks. The clerk also manages purchasing for the Agency, maintains the Agency's central filing system, and assists in HR keeping personnel files current.

#### Employment Qualifications:

Education: High school diploma or equivalent experience.

#### Experience & Required Skills:

- Excellent time-management skills
- Excellent organizational skills
- Good oral and written communication skills
- Strong computer skills
- Ability to multi-task
- Accuracy and good attention to detail
- Self-motivated
- Discretion, works with sensitive personnel file information

Special Requirement: Must have a valid Michigan Driver's License and reliable transportation, as work-related travel in the tri-county area is required.

#### Salary and Fringe Benefits:

This is a part-time position located in the Coldwater office; 45 hours per two-week pay period with a salary range of \$14,320.80 to \$16,953.30 annually.

#### Application Process:

Qualified applicants should submit their resumes with cover letter by May 18, 2018 to:

Theresa Fisher, BS  
Administrative Services Director  
Branch-Hillsdale-St. Joseph Community Health Agency  
570 N. Marshall Rd.  
Coldwater, MI 49036  
Email: [fishert@bhsj.org](mailto:fishert@bhsj.org)