



"Your Local
Health Department"

Branch - Hillsdale - St. Joseph Community Health Agency

570 N. Marshall Road
Coldwater, MI 49036
(517) 279-9561
Fax (517) 278-2923

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395
Fax (517) 437-0166

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161
Fax (269) 273-2452

www.bhsj.org

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 March 2, 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