

Environmental Health Administrative Assistant - Vacancy Announcement

Under the supervision of the Environmental Health Director, the Environmental Health Administrative Assistant is a full-time, 5 day a week team member in the Coldwater office of the Environmental Health section. The ideal candidate has a minimum of two years of experience as an Administrative Assistant and a demonstrated ability to manage multiple tasks simultaneously and work independently. The successful candidate will be required to complete assignments in an accurate and timely manner, will have the ability to work with people in a positive and cooperative manner, will be committed to the completion of common objectives, must be able to adapt to a changing environment, and must consistently exercise good judgment. The successful applicant must provide their own reliable transportation and have a valid driver's license.

Employment Qualifications:

Education: High school diploma or GED with additional vocational training in office management, Associates Degree in Business or related field preferred.

Experience & Required Skills:

- Must be able to work independently as well as with other staff and clients.
- Excellent oral and written communication skills necessary to effectively communicate with the Director and the public.
- Computer skills necessary to effectively utilize word processing, spreadsheet, and EH software systems.
- Ability to handle simultaneous projects requiring concentration and attention to detail.
- Strong organizational skills.
- Ability to deal with difficult people in a firm but professional manner.

Special Requirement: Must have a valid Michigan Driver's License and reliable transportation, as work-related travel may be required.

Salary and Fringe Benefits:

This is a full-time position located in the Coldwater office; 37.5 hours per week with a starting wage of \$17.83 per hour. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

Application Process:

Qualified applicants should submit their resumes with cover letter to:

Kayse O'Donnell
Human Resource Support Specialist
Branch-Hillsdale-St. Joseph Community Health Agency
570 Marshall Rd
Coldwater, MI 49036
odonnellk@bhsj.org

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.



benefits of working in **PUBLIC HEALTH**

Helping people live healthier

Why work in public health?

- Make a difference in the community
- Promote a healthy environment
- Job stability and opportunities for career development
- The field is ever evolving and you can influence health policy
- Improve the lives of children, families, and the elderly
- Eradicate disease



- 12 Paid Holidays -no waiting to be eligible for holiday pay
- Health, Dental, and Vision insurance coverage begins 1st day of employment. Plan options as low as \$0 employee contribution.
- Vacation Time accrues from first day of employment, 16 days earned in the first year.
- Sick Time accrues from first day of employment, 12 days annually
- Work week is 37.5 hours, and generally Monday-Friday from 8 am - 4 pm.
- Company paid Life Insurance and Short-term Disability
- AFLAC options available
- Healthcare Savings and Flexible Spending Accounts available
- Municipal Employee Retirement System with employer contribution of 5%
- Qualified Employer under the Public Service Student Loan Forgiveness Program

www.bhsj.org/careers