

Environmental Health Assistant Clerk - Vacancy Announcement

Under the supervision of the Environmental Health Director, the Environmental Health Assistant Clerk is a temporary, part-time, 3 day a week team member in either the Coldwater office OR the Three Rivers office of the Environmental Health section. The ideal candidate has a minimum of one year of experience in an office support/clerical role 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, have a valid driver's license and proof of current automobile insurance.

Employment Qualifications:

Education: High school diploma or GED

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 staff
- 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.
- Be flexible and willing to perform other tasks and duties as needed

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

Salary:

This is a temporary, part-time position located in either the Coldwater office or the Three Rivers office with an end date no later than September 30th, 2025; 22.5 hours per week with a starting wage of \$13.97 per hour.

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.