



Department Assistant Strategic Services

MINIMUM REQUIREMENTS:

EDUCATION:

HS Diploma or GED required, bachelor's degree preferred.

CERTIFICATION/LICENSURE:

None; certified administrative professional certification desirable.

EXPERIENCE:

Advanced skills in Microsoft Office Suite of applications and excellent interpersonal and organizational skills required.

Three years' experience providing clerical support in a human services agency or multifunctional office environment preferred.

General Description and Job Summary:

SHW is seeking a Department Assistant for the Strategic Services Department. The Strategic Services Department Assistant provides support for Strategic Services and those departments under the auspice of Strategic Services but is also available to assist Administration as needed. These functions may include but are not limited to the following: handling confidential information, creating and maintaining spreadsheets, graph and report creation, preparing mailings, record keeping, recording minutes of assigned meetings, and other higher skilled tasks which fall within the scope of general clerical duties and support service tasks as needed. The Strategic Services Department Assistant shall be responsible to the Director of Strategic Services.

POSITION TYPE: Full Time; Hourly

RANGE OF PAY: Support Services II

IF INTERESTED: Shiawassee Health & Wellness
Attn: HR-Strategic Services Department Assistant
1555 Industrial Drive, Owosso, MI 48867
Fax 989-723-0894, or email to jobs@shiabewell.org.