

**Office Assistant**

Posting Length: 10/27/17 -

Until Filled

Copper Country Mental Health, a four-county community mental health center, is recruiting for a part-time Office Assistant. The position works primarily in the Office of Recipient Rights and Customer Services, based in Houghton.

The ideal candidate needs to be proficient in Word and Excel, in order to enter data and narrative information and produce reports. Responsibilities are time sensitive and will require ability to be organized and create error free documentation. This person will be handling confidential information and will receive training about confidentiality and privacy.

Requirements include: HSD/GED, 6 months office experience, ability to travel within the 4 county catchment area and must pass a criminal background check.

Wage is competitive with some fringe benefits.

Application Packets can be picked up from:

Copper Country Mental Health

Human Resources Department

901 W. Memorial Drive

Houghton, MI 49931

EOE