



Temporary Secretary

POSTING LENGTH: 10/05/18 –
until filled

Copper Country Mental Health Services, a four county community mental health center, has a temporary full-time secretarial opening in our Outpatient Department in Houghton.

This individual will perform general secretarial functions including reception coverage, telephone duties, scanning, copying, and filing.

Applicant must possess a high school diploma (or equivalent) and electronic medical records experience would be a plus.

Applications can be submitted to:

Human Resources Department
Copper Country Mental Health
901 W. Memorial Drive
Houghton, MI 49931
EOE