



SECRETARY

Posting Length: 11/09/18 –
until filled

Full-time position for an individual to work in our Houghton office. Looking for an experienced secretary with good communication skills who can provide receptionist coverage, computer entry, and filing/maintenance of medical records.

High school diploma or GED and a minimum of six months office experience required.

Knowledge of Microsoft Word, typing proficiency, and ability to multi-task required. Experience with electronic medical records preferred.

Send resume to:
Human Resources Department
Copper Country Mental Health
901 W. Memorial Drive
Houghton, MI 49931

EOE.