



Office Assistant

Posting Length: 05/06/2021 -
Until Filled

Copper Country Mental Health, a four-county community mental health center, is recruiting for a full-time Office Assistant. The position works primarily in the Office of Recipient Rights and Customer Services, based in Houghton; but may travel within the 4 county catchment area.

The ideal candidate needs to be proficient in Word and Excel, in order to enter data and narrative information and produce error free reports in a timely manner. This person will also assist consumers with customer service processes and assist in report printing, distribution, mailing and filing.

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 excellent fringe benefits.

Application Packets can be downloaded from - www.cccmh.org/employment

Or by emailing - hrdepartment@cccmh.org

Or by calling (906) 482-9400

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