



SECRETARY

Posting Length: 07/13/2021 –
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 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.