

EXECUTIVE ADMINISTRATIVE ASSISTANT:

Mental Health Recovery Board of Clark, Greene & Madison Counties has a position open for an experienced Executive Administrative Assistant. Requirements: A minimum of 5 years of experience as an administrative assistant. Experience in Microsoft Word, Excel, Power Point and Access a must. Some knowledge/experience in behavioral health preferred. The ability to complete simultaneous tasks and prioritize work a necessity. Ability to travel to counties in the board area. Occasional evening meetings. Access to and maintenance of confidential information. Excellent telephone etiquette, verbal, and written communication skills as well as a pleasant attitude are a must. Looking for someone who is highly detail oriented. A minimum of an associate degree preferred or a minimum 10 years of experience. Hourly rates range from \$13 to \$22, commensurate with experience. Submit resume to:

Greta@mhrb.org by October 22, 2022.