

### Agency Support E.O.E.

District Health Department #10 seeks full-time Agency Support. This position will be based in Newaygo County.

#### Duties:

- Performs clerical support including collecting, scanning, and entering information in clinical and environmental health databases, collecting and receipting payments, and preparing cash reports and deposits.
- Greets and directs visitors, answers phones, and schedules appointments.
- Performs general office duties including ordering supplies, maintaining calendar, and sorting and distributing mail.

#### Requirements:

- Must have high school diploma or GED with formal or on-the-job training in office/administrative skills.
- Involves day-to-day administrative task of an office, such as answering phones, scheduling appointments, problem-solving, organizational skills, and accurate and efficient computer data entry, and ability to navigate computerized databases.
- Knowledge and competence in utilizing Microsoft Office 365 applications.
- One year related experience in general office procedures including reception, data entry, and filing

District health provides a competitive benefit package.

Submit resume and cover letter by 11/22/2023 to:

DHD #10  
Human Resources  
521 Cobb St.  
Cadillac, MI 49601  
or

online at: <http://www.dhd10.org/contact-us/join-our-team/>

***\*District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran***



**HUMAN RESOURCES**  
521 Cobb Street  
Cadillac, MI 49601



P: 231-876-3815  
F: 231-775-4731



[www.dhd10.org](http://www.dhd10.org)



healthdept10