

Why work here?

As local public health, we protect and promote the highest level of health possible for the communities we serve. Our positive work culture is strengthened by our commitment to making all employees feel valued and respected.

Our values:

- Customer Service
- Communication
- Responsibility and Accountability
- Positive Attitude
- Integrity

What we offer:

- Family-first company culture
- 13 Paid Holidays
- Paid Days Off (PDO)
- 3 Personal Days
- Competitive Insurance – 3 options to choose from
- Dental and Vision
- MERS Retirement Plan
- Professional Development opportunities
- Employer Paid Short/Long Term Disability and Life Insurance
- Weeks 5-12 50% paid Maternity/Paternity leave

Apply Today!

Send Resume to:

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

Seeking a part-time organized, detailed oriented, pragmatic, and collaborative agency support to join the clerical team based in our Kalkaska County Office.

General Responsibilities

- 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.

Minimum Requirements

- 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 Office 365 applications.
- One-year related experience in general office procedures including reception, data entry and filing.

District Health Department #10 is an Equal Opportunity Employer