



## Administrative Assistant

Kalamazoo Community Mental Health and Substance Abuse Services is seeking an Administrative Assistant who has experience working with individuals of diverse racial, ethnic, and cultural backgrounds to provide comprehensive support to the department. The qualified candidate will have excellent computer skills and provide efficient administrative support such as creation and distribution of information, research, typing, and data entry. Experience with website administration and tech support is preferred.

Experience in developing and maintaining tracking mechanisms and maintaining department documentation and records in an orderly fashion is required. A High School diploma or GED and a minimum of three years comprehensive office experience are required.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, Paid Time Off plan, continuing education, retirement plan and Deferred Compensation Plan.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.

### Physical Requirements / Working Conditions:

**Physical Efforts** – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

**Working Conditions** – Office environment with noise from computers, copy machine, and telephones. Use of video display terminal (VDT) for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing VDT. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.

Apply online at [www.kazoocmh.org/careers](http://www.kazoocmh.org/careers)