

CURRENT JOB OPENING

Knox County Health Department

Administrative Assistant/HR

The Knox County Health Department has a full-time Administrative Assistant position open in our Administrative Services & Operations Division under the direction of the Human Resource Supervisor. The responsibilities of this position will include but not be limited to: Performing a variety of administrative, clerical and HR related tasks, and assist in daily office needs including coordination of basic agency programs and/or events at the direction of the Supervisor.

Requirements for this administrative support position are *advanced* communication, computer and customer service skills. A minimum of high school diploma, and experience in responsible secretarial position required. Must have coordinated programs or events for no less than 4 years. Applicant must have the ability to calculate fractions, decimals, and percentages; and have the ability to manage multiple tasks in an efficient and accurate manner and the ability to communicate effectively with the public and agency personnel.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. If you enjoy working in a fast paced environment while keeping the standards of output efficient and on task, submit your resume and application to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com by December 15, 2017.

The Knox County Health Department is an Equal Opportunity Employer Provider.

The Knox County Health Department regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox County Health Department
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Resumes can also be sent via email to: resume@knoxhealth.com