



## **Administrative Assistant**

Knox Public Health has a full-time Administrative Assistant position open in our Women Infant & Children (WIC) division. The responsibilities of this position will include but not be limited to: Performing a variety of administrative, clerical and WIC program related tasks, and assist in daily office needs including coordination of basic programs and/or events, monthly reporting through Excel, purchasing supplies, writing minutes for staff meetings, and supporting the management of the WIC Facebook page.

Requirements for this administrative support position: proficient communication, computer, and customer service skills. Minimum of a high school diploma and at least 2 years office practice experience in Microsoft Office (Word, Excel, etc.) 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.

### **BENEFITS:**

- Paid Holidays
- Vacation
- Sick Time
- Personal Leave
- Life Insurance
- Health/Dental/Vision Insurance
- Retirement under OPERS (Ohio Public Employee Retirement System)

This position is Regular, full-time 40 hours per week, 8:00 a.m. – 4:30 p.m. Monday – Friday, subject to a rotating, or flexible, shift; may work additional hours, evenings, and/or weekends as required.

To apply, please visit our hiring page at:

<https://kph.applicantstack.com/x/openings>

*Knox Public Health is an Equal Opportunity Employer Provider*