

Northeastern Center, Inc.

POSITION OPENING

Position Title: Administrative Assistant

Position Type: Administrative

Position Location: Outpatient Facility - Noble County (Kendallville)

Shift: 1st Shift

Full or Part Time Status: Full Time

Position Duties: The Administrative Assistant I (Outpatient) has responsibility for office supervision and maintenance of Northeastern Center and Outpatient records; is accountable for the quality and timeliness of clerical work to assure efficient customer service to staff, clients and the general public. The AAI is responsible for clerical coverage for the hours the office is open and for providing coverage during the absence of other clerical staff.

Experience Expectations: One year of general clerical work including typing and business that would provide the required knowledge and skills.

Education Expectations: High School Graduate

Date Position Opened: 09/16/2020