

SOUTH PLAINS PUBLIC HEALTH DISTRICT:

Administrative Assistant: Full or Part time

Full-time Administrative Assistant to perform entry-level administrative support or technical program assistance associated with the support of environmental health programs. Work involves disseminating information concerning agency programs/services; scheduling appointments; maintaining records and filing systems; ordering supplies; answering and routing phone calls, taking messages, greeting and directing visitors to the appropriate staff; and performing internal administrative support work. Performs data entry tasks to meet the health district's program's needs.

Safe operation of either a district owned vehicle or personal vehicle is required to conduct health district business and an acceptable driving record must be maintained in accordance with SPPHD personnel policy and standards developed by the Texas Department of Public Safety.

Competitive Pay and Excellent Benefits Hours are 8-5 Mon-Fri

General Requirements:

- 1) Graduation from high school or GED. (Required)
- 2) One year experience working in a clinical, medical, or general office setting. (Required)
- 3) Experience using a personal computer, Microsoft Outlook, WORD, and Excel. (Preferred)
- 4) Experience in maintaining office files, records, and record retention schedule guidelines. (Preferred)
- 5) Experience using a multi-line phone system, copier, fax machine, and other office equipment. (Preferred)
- 6) Experience working as a member of a team. (Preferred)

Position is grant funded. Employment application may be obtained at SPPHD office at 704 Hobbs Highway in Seminole, TX, or on our website documents page at www.southplainshealth.org For more information please contact 432 758 4022.

Applications with resumes may be submitted to zholbrooks@spphd.org

Applications will be accepted until position is filled.

SPPHD is an Equal Opportunity Employer.