

JOB POSTING

Position Title	Administrative Assistant/Office Manager
Department	Mental Health
Shift	30 hours per week; 8:00 am – 4:30 pm
Salary (Optional)	Based on experience
Brief Job Description	The Administrative Assistant/Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety for the Mental Health Board
Education Requirements	High School Diploma required along with three years of related experience and/or coursework in Business. Requires knowledge of Word, Excel, and Publisher.
Additional Comments	Good computer, oral and written communication skills required. Absolute integrity and sufficient maturity to handle confidential aspects of the job is required. Background check will be conducted.
Instructions for Applying	<p>The application can be downloaded at www.livingstoncountyil.gov by clicking on Employment under “About Livingston” or pick up application at the Mental Health Board, 310 E Torrance Ave., Pontiac, IL 61764. Return completed application to:</p> <p>Chris Myers, Executive Director Livingston County Mental Health Board 310 E. Torrance Ave. Pontiac, IL 61764 chris@lcmhb.com</p>
Application Deadline	October 15, 2021