

Knox Public Health

Administrative Assistant

Knox Public Health has a full-time (40 hours/week) Administrative Assistant position open in our Women, Infant and Children (WIC) Division. Under the direction of the WIC Director, the responsibilities of this position will include but not be limited to: 32 hours/week dedicated to WIC, completing WIC intake process according to Ohio WIC policies and procedures. Perform general clerical duties, order supplies for WIC office and clinic, perform anthropometric duties as needed, promotes breastfeeding as the number one feeding choice according to Ohio Department of Health Statement on Infant Feeding Policy and assist with the record retention process, as needed. Familiarize self with community resources and services and refer clients to such resources or services, attend staff meetings and training sessions, participates in agency committees, as assigned or requested.

Other duties include eight hours/week dedicated to assisting with administrative, reception, and vital statistics duties, such as: front desk coverage, answering reception phone, and general questions from the public, completing vital statistics requests.

This is an entry level administrative support staff position and requires proficient communication, computer, organizational and customer service skills. Minimum of a high school diploma or Administrative Assistant technology certificate preferred, and at least two (2) years office practice experience.

This position is full-time (40 hours) with normal hours M-F 8:00am – 4:30pm (Hours may vary) and include occasional evenings and weekends. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. 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. Application can be found at www.knoxhealth.com. Position open until filled.

Knox Public Health is an Equal Opportunity Employer Provider.

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

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

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

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