

**NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.**

**POSITION:** Part-Time Front Office Secretary/Receptionist  
**Location:** Canton/Macomb  
**Hours:** 2 days per week

**Position Summary:**

Secretary/Receptionist who works in multiple office locations during the week.

- Performs secretarial duties for all agency staff in one of the agency's offices.
- Keeps records of all appointments, functions as the agency receptionist; answers the phone and screens all in-coming calls.
- Insures that accurate client information is collected and that clients are aware of agency policies and procedures.
- Does filing, typing letters, mailing agency information as needed, copying, and other necessary duties as required.
- Keeps master schedule of all client appointments; assists clients in the completion of necessary personal data forms.

**Qualifications:**

- Requires High School diploma or equivalent
- Requires Basic Computer and Keyboard skills
- Requires valid drivers license, vehicle and insurance
- Preferred 1-2 years', experience working in medical office
- Previous work with Electronic Medical record preferred

**Salary and Benefits**

- Competitive Salary with potential annual increases

Submit your resume to [hr@ncbhs.org](mailto:hr@ncbhs.org)

