



WEST ALABAMA MENTAL HEALTH CENTER

1215 South Walnut Avenue, P.O. Box 260 Demopolis, Alabama 36732

www.wamhc.org



ANNOUNCEMENT OF VACANT POSITION

WORKING TITLE: Office Manager – MAIN CENTER, DEMOPOLIS, AL

SERVICE AREA/PROGRAM: All

REQUIREMENTS: High School diploma or equivalent. Meet all requirements specified in the Department of Mental Health Standards and any other program standards and requirements; demonstrate competency in applied computer skills, time management and organizational skills, and experience with Microsoft WORD, EXCEL and OUTLOOK. Maintain dependable transportation, liability insurance in accordance with Alabama State law, and a valid Alabama driver license. Good written and verbal communication skills.

JOB RESPONSIBILITIES (Include but not limited to):

As outlined in job description for Office Manager

SUPERVISED BY: Health Information Manager

NORMAL WORK HOURS/DAYS: 8a.m.-5p.m., Monday-Friday or as assigned by supervisor

JOB ANNOUNCEMENT PERIOD: Until position is filled.

West Alabama Mental Health Center Benefits Package includes:

Blue Cross and Blue Shield of Alabama Health Insurance; Dental Insurance; Vision Insurance; Supplemental Insurance; Flexible Spending Account; Short-term and Long-term Disability Insurance; Cafeteria/Section 125 Plan; Life Insurance; Paid Time Off; Paid Holidays; VALIC 403(b) Retirement Plan; National Health Service Corp(NHSC) Loan Forgiveness Program Sites.

To Apply:

All applicants must complete an official application form for the position for which he/she wishes to be considered. The application form must be completed in full and submitted to Executive Assistant before the stated closing date in order for the applicant to be eligible for consideration.

Application forms are available at the front desk in each of the satellite offices and via the website at <https://www.wamhc.org/career>. All current employees of the West Alabama Mental Health Center who apply and meet the minimum stated qualifications will be given priority consideration.



Fax resumes and application to 334-217-0009;
email to hrcoordinator@wamhc.org.

No Phone Calls Please.

WAMHC is an Equal Opportunity Employer

Health Resources Services Administration (HRSA) Approved Site