



# West Alabama Mental Health Center

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



## ANNOUNCEMENT OF VACANT POSITION

JOB CLASSIFICATION WORKING TITLE: **Administrative Assistant**

SUPERVISED BY: Executive Director      Location: **Demopolis**

### **Minimum Qualifications:**

- Bachelor's degree from an accredited college preferred; High school diploma with experience performing administrative duties, or a combination of education and experience that would demonstrate the ability to perform the essential duties and responsibilities.
- Excellent computer skills and high proficiency in Microsoft Office Suite. Experience with office machines (fax, photocopier, phone systems) required.

### **SKILLS AND ABILITIES:**

- Ability to communicate clearly, concisely and courteously, both orally and in writing, with the general public, consumers, and co-workers.
- Good organizational, problem solving and time management skills; ability to prioritize and meet deadlines.
- Ability to work effectively as part of a team.
- Ability to handle sensitive and confidential information on a daily and ongoing basis.
- Ability to maintain accurate records and necessary paperwork.
- Ability to maintain highest standards of confidentiality with regard to operational and clinical information.
- Ability to learn and apply training instruction.
- Strong interpersonal, organizational, and communication skills
- Detail oriented

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

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:** **Until 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 [www.wamhc.org/career](http://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](mailto:hrcoordinator@wamhc.org).



**No Phone Calls Please.**

**WAMHC is an Equal Opportunity Employer**  
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