



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Building Better Lives

# Admin. Assistant 2

## Job Information

**Job Type:** Full-time

**Pay :** 10.58 hr / \$22,000 annually

**Program:** Residential Support Admin.

**Location:** Muscogee County

**Posting Date:** 3/31/2021

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed application to Recruiter:

**Human Resources  
New Horizons Behavioral Health  
2100 Comer Ave  
Columbus, Georgia 31904**

**Fax: (706) 596-5589**

**Email:  
[jobs@nhbh.org](mailto:jobs@nhbh.org)**

**Website: [www.nhbh.org](http://www.nhbh.org)**

## Job Description

Conduct daily administrative duties, while providing support Residential and Community Support Services (CSS). May have to transport people and/or items.

### Minimum Qualifications:

High school diploma or GED. Must be able to perform simple accounting task; clerical duties such as typing filing, organizing, data entry, good customer service skills and computer skills.

### Preferred Qualifications:

Prior administrative support experience. Experience working with individuals with mental disorders, developmental disabilities, and/or addictive diseases.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Community Service Board does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**