



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Admin. Support 1

## Job Information

**Job Type:** Full-time

**Pay Grade:** 8.13 hourly

**Program:** DD Sheltered Employment

**Location:** Muscogee County

**Posting Date:** 03/29/2019

**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 State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
1215 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax:** (706) 317-5004

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

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

## Job Description

Must be able to do the daily operations such as data entry, entering payroll, keeping accurate account of finances for invoices, open and close business, and other duties assigned by manager. Must be able to type 40 wmp, have positive attitude, and deal with various types of people.

### Minimum Qualifications:

High school diploma or GED.

### Preferred Qualifications:

No preferred qualifications are available at this time.

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.**