



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Admin. Support Supervisor

Job Information

Job Type: Full-Time

State Pay Grade: H

Program: Medical Services Unit

Location: Muscogee County

Posting Date: 09/07/2017

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 2nd Ave
Columbus, Georgia 31901

Fax: (706) 317-5004

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

Supervises and plans work of assigned staff. Performs a variety of general secretarial, clerical and administrative support functions or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment.

Minimum Qualifications:

Degree in Business or Health Administration and two years of performing customer advanced level office or administrative experience. Must show ability to lead or supervise a team.

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.