

The **Mental Health Centers of Western IL** has a full time position available for an Administrative Assistant at the Pike County site.

Applicants must possess a High School diploma or its equivalence, but a college degree is preferred. Qualifications are excellent communication and computer skills, multitasking and problem solving abilities, and strong time-management skills. Must also possess excellent attention to detail and have experience working in an office environment performing administrative tasks and providing support to colleagues. An ability to meet changing deadlines are also essential to this position.

Send Resume to:

Mental Health Centers of Western Illinois

Attn: Makenzie Shipman, Director of Clinical Operations

1260 W Washington St.

Pittsfield, Illinois 62363

or via E-Mail to mshipman@mhcwi.org

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