



Our Mission:

Empowering people to discover their directions for life in a changing world

Part Time Office Support Staff

Southeastern Directions for Life has an immediate opening for a part time Office Support Staff our Education and Integration location.

Job Summary

This is an excellent opportunity for an energetic service oriented individual to be part of an organization that is committed to providing excellent care to clients of all ages. Southeastern Directions for Life is looking to fill a Part Time Office Support position at our Education and Integration location. Hours would be up to 29 hours per week, Monday-Friday between 7:30-4pm. Flexibility to be available on PRN basis to cover vacation and sick time for other office support staff.

Job Details: Provide back-up assistance to front reception area answering a multi-line phone system and directing calls. Prepare confidential correspondence, reports and other documents as needed. Filing, mailing, taking notes at meetings and ordering supplies.

Qualifications

High school diploma or equivalent and secretarial/ telephone training preferred. Must possess good communication skills, the ability to work well with people, the ability to keep information confidential and the ability to independently follow through on assignments. Must also pass a comprehensive criminal background check, including fingerprinting, drug screening, a Dept. of Social Services Central Registry check. Must have good keyboarding skills with good knowledge of computer internet/e-mail use.

Please email resume and/or application to: hr@southeasternbh.org

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran