

Western Montana Mental Health Center
106 W. Broadway
Butte, MT 59701
Phone: (406) 497-9005
Fax: (406) 723-4020

Position: **Administrative Assistant I (Customer Service)**

Close Date: **Open Until Filled**

Hours: **9am – 5pm on Mon, Wed, Thurs, & Fri and 10am – 6pm on Tues**

Job Summary: Under supervision performs general secretarial, receptionist, clerical and bookkeeping duties that are required to keep an office running smoothly. Uses initiative in carrying out the recurring work of the office independently, referring only problems and unfamiliar situations not covered by instructions to the supervisor for help. This is a front desk position that does scheduling for psychiatrist, APRN's and Clinical Therapists. It also includes answering phones, scanning, faxing, and other office duties.

Essential Job Responsibilities: Working knowledge of office practices, procedures and rules. Knowledge of business English, spelling, and composition. Knowledge of programs and services. Experience with electronic records, Microsoft Office, e-mail, and other program specific computer programs. Skill in the use of office equipment, including but not limited to multi-line phone system, computers, copier, fax machine, scanner etc.

Qualifications: Excellent customer service skills a must. Ability to establish and maintain effective working relationships with colleagues, other agencies, the general public, and agency clients. Ability to communicate effectively verbally and in writing. Ability to follow written and verbal instructions. Ability to deliver effective written and verbal instructions. Must be able to meet deadlines on assigned projects.

Education & Experience: The above knowledge, skills, and abilities are typically required through a combination of education and experience equivalent to graduation from high school plus three years of related experience with one year as a secretary.