



You can help us help others!

We work with non-profits in Hamilton County to provide mental health and addiction treatment to over 20,000 clients in a community based (non-hospital) setting. Our network forms a continuum of care that helps individuals with mental illness or addiction lead healthy and productive lives.

Executive Assistant: \$42,000 - \$59,000

We have a rare opportunity for an Executive Administrative Assistant supporting our President/CEO. We are an organization of 26 employees who enjoy working together and pitch in to do whatever is needed! We have a fantastic work environment and offer a full array of benefits (including health, dental, life, and disability insurance, paid sick leave, and 3 weeks' vacation).

Whether you are a fast learner just out of school or a seasoned assistant, you will love working here if you:

- Are a self-starter
- Possess exceptional organizational skills
- Enjoy solving problems and learning new things
- Appreciate working autonomously
- Take pride in a job well done

You will have responsibility for organizing and supporting the office of the President including:

- Developing and implementing organized electronic and paper filing systems
- Drafting meeting minutes, correspondence, and informational emails
- Planning and scheduling appointments and events
- Independently managing various HR activities
- Responsibility for purchase, operation, maintenance and repair of all office equipment and maintenance of company car

We are looking for a career minded individual who is flexible enough to take on a variety of duties. If you possess all the above qualities please submit resume to jennyh@hcmhrsb.org