



## You Can Help Us Help Others!

**Position:** Administrative Assistant

**Starting Pay:** \$17.76 - \$22.50 per hour (commensurate with experience)

**Location:** Cincinnati, OH

**Hours:** 8:30 a.m. - 5:00 p.m. (37.5 hours/week)

### **Benefits:**

Comprehensive health, dental, and life insurance; paid vacation (3 weeks), sick leave, and parental leave; 11 paid holidays; membership in the Ohio Public Employees Retirement System (PERS), professional development opportunities and a supportive, collaborative work environment.

### **Position Overview:**

We're seeking a dedicated and organized Administrative Assistant to join our team. This role requires a detail-oriented professional who can handle diverse administrative tasks with efficiency and a positive attitude. If you're passionate about organization and thrive in a supportive role, we encourage you to apply!

### **Key Responsibilities:**

- Provide administrative support to various departments, including document management, calendaring, scheduling, and preparing professional correspondence.
- Prepare reports, presentations, and other communication materials.
- Act as a point of contact for internal and external inquiries.
- Maintain confidentiality and handle sensitive information with discretion.
- Assists with front desk reception duties as needed
- Perform other clerical duties as assigned.

### **Qualifications:**

- Proven experience as an administrative assistant or in a related role.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).
- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.

**To Apply:**

Send your resume to [jennyh@hcmhrs.org](mailto:jennyh@hcmhrs.org). Position open until filled.

MHR SB is an Equal Opportunity Employer and a Recovery Friendly Workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees; however we are unable to sponsor employment visas.