



CRAWFORD COUNTY
MENTAL HEALTH CENTER

CCBHC

Certified Community Behavioral Health Clinic

3103 N. Michigan Street
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is now accepting applications for a part-time **Office Assistant**. This position will support the executive office with daily office operations that involve handling repetitive administrative tasks, answering phone calls, scheduling appointments, managing mail, and providing general office support.

Qualifications:

- A high school diploma or equivalent is required for this position.
- Be able to communicate effectively in written and spoken English language.
- Ability to complete repetitive tasks with accuracy and efficiency.
- Dependable, punctual, and detail-oriented.
- Excellent written and oral communication skills and a professional phone demeanor are required.
- Organized and motivated
- Proficiency in Microsoft Excel and Word
- Valid driver's license and ability to operate a motor vehicle legally

Essential Job functions:

- Enter data on the computer as assigned.
- Copy and distribute materials as assigned.
- Make appointments as assigned.
- Answer and direct phone calls professionally.
- Assist with calendar scheduling and appointment coordination.
- Manage basic administrative tasks.
- Handle incoming and outgoing mail.
- Perform data entry, filing, and document organization.
- Provide general office support as needed.
- Maintain a clean and organized office environment.
- Maintain supply orders for the office.
- Other duties as assigned.

Hourly wage starts at \$14.42/hr.

Position open until filled

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources

911 E. Centennial

Pittsburg, KS 66762

620-235-7148 Fax

careers@cmhccc.org

Equal Opportunity Employer

Please indicate Office Assistant on your application or resume.