



Comprehensive Behavioral Health Center of St. Clair County, Inc.

OPEN POSITION
AS of
December 5, 2012

P/T Administrative Aide
Human Resources

A minimum of a high school diploma or equivalent and two years of clerical experience; one year of which must include the performance of clerical and/or secretarial duties. Completion of a course in an approved business school which involves specific training in administrative skills which renders students capable of filling responsible secretarial position is preferred. Knowledge of Microsoft Office, Outlook and Excel is a must. Must type a minimum of 45 wpm. Must have own transportation, a clean driving record and verification of auto insurance.

Starting Salary: \$8.66

PLEASE FAX OR EMAIL RESUME & COVER LETTER:

**Comprehensive Behavioral Health Center
Of St. Clair County, Inc.**

505 South 8th Street - East St. Louis, IL 62201

Fax: (618) 482-7345 Email: humanresources@cbhcl.org

ATTENTION: HUMAN RESOURCES