

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

Administrative Aide

(Full Time)

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. Ability to use Microsoft Office, Outlook and Excel and the MEDI System. Must type a minimum of 45 wpm.

Starting Salary: $18,559

Deadline: June 12, 2015

**SEND COVER LETTER AND RESUME TO:**

**The Center**

**505 South 8th Street – East St Louis, IL 62201**

**Fax: (618) 482-7345**

**E-mail:** **humanresources@cbhc1.org**