

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

Janitor

(Full Time)

Must have a minimum of a high school diploma or GED, one year experience of general janitorial work and minor maintenance skills.

Must have a clean and valid driving record with insurance.

Salary: $18,877

Janitor

(Part Time)

Must have a minimum of a high school diploma or GED, one year experience of general janitorial work and minor maintenance skills.

Must have a clean and valid driving record with insurance.

Hourly Rate: $9.08

Administrative Aide

(Part 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. Must type a minimum of 45 wpm.

Hourly Rate: $8.92

**PLEASE FAX, MAIL, OR E-MAIL**

**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**

**ATTENTION: HUMAN RESOURCES**

**Deadline 9-30-2014**