COLEMAN
Professional Services

JOB OPENING
PLEASE POST

ADMINISTRATIVE SUPPORT
FULL-TIME
AUGLAIZE COUNTY

5982 Rhodes Road
Kent, Ohio 44240
330-673-1347
800-673-1347
Fax 330-678-3677

Coleman Professional Services, a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs, seeks a customer service-oriented person to answer phones, greet customers, schedule/confirm appointments, and perform other general office duties. This is a full-time position in Auglaize County.

Candidates must be able to multitask, maintain confidentiality, and stay calm during crisis situations. They must also have a high school diploma with secretarial class work and/or two years of office experience. Experience with office equipment and knowledge of general office procedures and Microsoft Word/Excel are required. Knowledge about community mental health services and comfortable serving the mentally disabled and alcohol/drug addicted individual is preferred.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit our website at www.colemanservices.org and select the Join Our Team tab and then Careers.

An Equal Opportunity Employer and Service Provider

In association with Portage, Medina and Stark County Community Mental Health Boards

Accredited by CARF, the Commission on Accreditation of Rehabilitation Facilities