



2426 PARKWAY DRIVE  
MT. PLEASANT, MI 48858  
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***POSITION AVAILABLE***

JOB TITLE: **OFFICE ASSOCIATE**

The primary job responsibilities for this position will be data entry, answering of multi-line phone system, greeting of walk in guests and directing visitors or calls to the appropriate personnel. The position will also be responsible for performing general office duties for the assigned office, providing support to administrative activities, providing high quality service to all customers, and assuring the confidentiality of all materials regarding workers, staff and agency activities.

**MINIMUM QUALIFICATIONS:** One year of office experience required. Have accurate data entry skills. Computer literate with proficiency in use of MS Office, specifically Word and Excel spreadsheets. Able to communicate effectively in person and by telephone with staff, people receiving services, customers, and the general public. Able to accurately record and convey messages, both verbally and in writing. Professional appearance and demeanor.

**PREFERRED QUALIFICATIONS:** Experience working with people with disabilities or in a human service agency. Data base and accounting experience a plus.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.