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## ***POSITION POSTING***

JOB TITLE: ADMINISTRATIVE SPECIALIST

GENERAL DESCRIPTION: The Administrative Specialist provides administrative support to the CEO, Board of Directors and leadership team. The Administrative Specialist has primary responsibility for the development and confidential maintenance of agency records and filing systems, completes reports and projects as assigned, and is expected to exercise independent judgment related to administrative matters.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Three years experience in a large fast paced office setting. Experience and knowledge in advanced office equipment. Excellent grammar and written composition skills. A working knowledge of multiple computer applications, including data base management, electronic spreadsheets, and data processing skills in excess of 65 words per minute. Must have a professional demeanor and appearance and be able to interact positively and effectively with board members, management, customers, staff, and the general public. Must possess strong analytical and organizational skills and enjoy working in an ever-changing environment.

PREFERRED QUALIFICATIONS: Experience in supervising clerical staff. Degree in Business Administration, Management Information Systems or a related field. Previous experience in a rehabilitation or human service agency, and/or experience in interacting with a Board of Directors. Experience in planning or coordinating various meetings and events.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process.

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.