

**Title: Administrative Support Professional**

Date Posted: March 2, 2026

Classification: Part-time (15-20 hours per week), FLSA exempt, unclassified

Pay Range: \$15.00-20.96

**Be the steady hand behind the scenes of public health.**

As an Administrative Support Professional, you'll be part of a mission-driven team working to improve the health of the community. You'll help keep essential public health programs running smoothly, making sure no detail is forgotten. This is your opportunity to turn your strong customer service and organizational skills into meaningful impact—helping communities thrive.

In the role of Administrative Assistant, you will:

- Greet visitors and respond to public inquiries
- Support daily operations through scheduling, recordkeeping, and logistics
- Conduct financial transactions with customers
- Use appropriate filing systems and databases to create and maintain records
- Complete special projects as needed
- Provide clerical support to the agency

A high school diploma or GED is required for this role. In addition, a valid driver's license and auto insurance is required. Candidates must have at least two years of customer service experience. Strong communication, customer service, and organizational skills are essential, along with proficiency in Microsoft Office. The ideal candidate will possess excellent customer service skills, be flexible, and work both independently and as part of a team in a fast-paced environment. Must be tobacco free. Position open until filled.

**Make a difference in your community—apply today.** Send resume and cover letter to Traci Kinsler at [tkinsler@marionpublichealth.org](mailto:tkinsler@marionpublichealth.org)