

WIC Office Administrative Assistant

Looking for a rewarding career helping people that has regular weekday hours and great benefits? Davison County has an opening for an energetic, detail-oriented, self-motivated individual with a great attitude to handle medical administrative assistant duties. Ideal candidate will have a basic understanding of medical insurance, excellent computer knowledge, a friendly personality, and great time-management skills. Experience in a medical office setting preferred. Confidentiality and reliability are required. Comprehensive benefit package including health, life, dental, vision, flex, retirement, 11 paid holidays, vacation and sick time. Wage range: \$16.30-17.91 DOE.

Davison County is an EEO employer.