



Executive Assistant

Coal Country Community Health Center is seeking a full time Executive Assistant to join our growing team. The Executive Assistant be responsible for maintaining the administrative functions at both CCCHC and SMC; meeting preparations; will work collaboratively with the Board of Directors, CEO, executive team(s); and prepare reports, memos, letters, and other documents, using Microsoft software and will represent CCCHC and conduct functions in a highly professional manner.

Position requires excellent communication skills, both written and oral; proficiency with Microsoft Word, Excel and PowerPoint, and will adhere to the mission and vision of Coal Country Community Health Centers and its network.

Apply online at www.coalcountryhealth.com or send a completed company application to Coal Country Community Health Centers, Attn. Human Resources, 1312 Hwy 49 N., Beulah, ND, 58523.