**Help Wanted: Office Manager**

Duties and responsibilities include providing administrative support to Executive Director and staff through a variety of tasks related to organization and communication and to ensure efficient operation of the office. Requirements: High School Diploma or GED. Knowledge of office management systems and procedures, ability to multi-task and prioritize work. Excellent written and verbal communication skills with attention to detail and problem-solving skills. Experience in QuickBooks preferred. Proficiency in Microsoft Office software programs required. Submit resume by May 9, 2022 to: SEARCH, MHDAS Board of Logan & Champaign Counties, P. O. Box 765, West Liberty, OH 43357, or email to tsteiner@mhdas.org E.O.E.