



Dickinson-Iron District Health Department

Dickinson County

818 Pyle Drive, Kingsford, MI 49802
Ph: (906) 774-1868 Fax: (906) 774-9910
BRANCH OFFICE

www.didhd.org

Iron County

601 Washington Avenue, Iron River, MI 49935
Ph: (906) 265-9913 Fax: (906) 265-2950
MAIN OFFICE

Clerical Position

Dickinson-Iron District Health Department

The **Dickinson County (Kingsford)** office seeks full time clerk.

Requirements:

- High School diploma or equivalent
- Minimum of 1 year of experience working in an office setting
- Strong customer service skills;
- Strong communication, organizational and interpersonal skills;
- Proficient with Microsoft Office
- Ability to function independently and as a team member.

Benefit package includes health, dental, life insurance, retirement plan, paid holidays and vacation.

Deadline: November 16, 2018

Submit application to:

Kristina Santilli, Office Supervisor
Dickinson-Iron District Health Dept.
601 Washington Ave, Iron River, MI
49935

DIDHD is an EOE