



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Maternal and Infant Health Bureau
Administrative Support Specialist
[Contract Position, 40 Hrs./Week]

The Mississippi State Department of Health's Maternal and Infant Health Bureau (located in the Office of Women's Health) is seeking to fill a full-time **Administrative Support Specialist** contract position to assist with a variety of support service functions including, but not limited to general accounting; maintenance of files and records; answering telephone call lines, entering data, managing and requesting various records, assisting with procurement/financial records, etc. The ideal candidate will overall assist administrative support supervisors in the administration of agency programs and operations in the coordination of communications internally and externally, and in representing the agency to the public.

Qualified applicants should have experience in the following skills:

- Computer Skills (Word Processing, Spreadsheet, etc.)
- Communication/Customer Services
- Time management
- Teamwork
- Organizational Skills

Qualified applicants should have a high school diploma (or higher). The rate of pay for this position is \$15.06/hour.

How to Apply:

Interested applicants should submit a cover letter and resume via postal mail or e-mail, **on or before March 15, 2024**, to the following:

Mississippi State Department of Health
Office of Women's Health
Attn: Debra Bates Windom
P.O. Box 1700, Ste. 200 Jackson, MS 39215
Email: Debra.Bates@msdh.ms.gov

The Mississippi State Department of Health's mission is to protect and advance the health, well-being, and safety of everyone in Mississippi. To learn more about the Mississippi State Department of Health, please visit our website @<http://msdh.ms.gov>