



May 30, 2018

Administrative Support Specialist

Are you looking for an interesting job with a comprehensive benefit package? Mountain-Pacific Quality Health has a full time position open in Helena for an administrative support specialist. The position is fast paced and interesting. We are looking for a team player to join our dynamic group.

Requirements: good oral communication skills, excellent customer service & computer skills; and a minimum typing speed of 45 WPM. Position hours are Monday to Friday 8 to 5. No travel is required. E-mail resume with a current typing test to mhooks@mpqhf.org and to Human Resources, bflynn@mpqhf.org. or apply on line @MPQHF.COM. EEOE.