

ADMINISTRATIVE ASSISTANT

OMC is looking for a part time experienced Administrative Assistance with exceptional technical and inter-personal skills to join our team. We're looking for a strong team player with an eye for detail and the ability to multi-task while working remotely.

Qualifications/Responsibilities

- Proven experience as an administrative assistant or office administrative assistant.
- Two-four years of experience in the field or in related areas preferred.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers and fax machines.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- High School degree required; Bachelor's degree preferred.
- Individual will receive mediation training - SCAO approved 40-Hour Civil Mediator Training.
- Mediation experience preferred.

Salary

This position is part-time and the hours will range from 20 to 32 hours a week depending on volume of work. Hourly rate is \$15.00 - \$17.50 per hour depending on experience.

About OMC

OMC was founded in 1989, is a non-profit, volunteer based corporation and is located in Bloomfield Hills, Michigan. OMC has established a strong position as the expert in alternative dispute resolution and conflict resolution education within **Oakland County, Michigan** courts, legal community and schools.

The positive atmosphere and high level of professionalism at OMC makes for a caring, respectful and productive workplace where work-life balance is encouraged. Expectations of staff are high and management is focused on providing the necessary support to achieve success.

It's a great time to be on board at OMC!

How to Apply

A cover letter and resume are to be submitted by email to Jon Fitzgerald at jfitzgerald@mediation-omc.org. The position will remain open until filled.