

WV Birth to Three RAU 5, a program of MountainHeart Community Services, Inc., has one opening for a full time Data Entry Specialist/Clerical position our Elkins, WV office.

The successful candidate for this position must have experience and skills in: filing, basic computer skills, experience with Data Entry and appropriate telephone usage. The candidate must have a professional attitude and have the ability to communicate effectively and professionally with parents and other professional staff and be able to work in a fast paced team setting.

Qualifications include a high school diploma or equivalent with clerical/secretarial concentration or two years' work experience in clerical/secretarial setting. Preference will be given to applicants with prior WV Birth to Three experience. . Must have a valid driver's license and dependable transportation, clear criminal background and APS/CPS check. The successful candidate must also be able to work in a team environment, be deadline focused, and have great organizational and listening skills and have experience with all Microsoft Office Products.

This position will close on **November 25th, 2019**. All interested applicants please send a cover letter, professional resume and three professional references to Rachel Hamner, Program Director, 1200 Harrison Ave. Suite 220 Elkins, WV 26241 or email to rhamner@mthtwv.org