

We are **HIRING** SPO IV (Office Manager)

The Office of Communications at the Mississippi State Department of Health is hiring immediately for an experienced administrator who will handle all front desk operations while managing the office.

Duties include but are not limited to receiving, recording, and routing phone calls from the media and public; effective facilitation of work requests from program areas to campaign managers within the office; receipt and routing of public records requests, inventory management, and other duties as assigned by the direct supervisor.

Position requirements: Bachelor's Degree from an accredited four-year university and five years of experience with three of those years in supervision. This is a full-time position that entitles the employee to full state benefits.

All interested applicants must submit their resume to the Director of Communications, Liz Sharlot by the close of business on Friday, November 12, 2021.

All resume submissions may be emailed to liz.sharlot@msdh.ms.gov



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STATE DEPARTMENT OF HEALTH