

<b>Job Title</b>	Administrative Assistant – File Clerk
<b>Employer/ Agency</b>	A*MED Community Hospice
<b>Job Description</b>	Duties include filing, bulk mailings and answering phones. Other duties may apply.
<b>Qualifications</b>	High School Diploma or GED – Clean Background Check
<b>Salary/Hours</b>	\$13.00 Hourly – 8 to 5 M-F
<b>Employer/Agency</b>	A*MED Community Hospice
<b>Address</b>	3535 Briarpark Drive, Suite 220
<b>City, State, Zip</b>	Houston, TX 77042
<b>Contact Person</b>	Mandy Loyd, LMSW
<b>Contact Title</b>	Bereavement Coordinator
<b>Telephone Number</b>	(713) 975-0690
<b>Fax Number</b>	(713) 787-0951
<b>Email Address</b>	<a href="mailto:mloyd@amedhealthcare.com">mloyd@amedhealthcare.com</a>
<b>Application Method</b>	Email resumes to <a href="mailto:mloyd@amedhealthcare.com">mloyd@amedhealthcare.com</a> Please no calls
<b>Opening Date</b>	ASAP

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.