



Immediate Openings

Secretary/Receptionists

Immediate openings at 2 locations (Warren and Grosse Pointe Park)

Wolverine Human Services is a private social service agency providing treatment programs to help young people and their families turn their lives in a direction towards success. Our mission is helping children to be victors. Our approach is founded on the premise of unconditional care.

Requirements:

- Excellent communication skills (verbal/written)
- Typing 45 wpm, minimum
- **Proficient** in Microsoft Office products
- Detail oriented and professional work ethic

Position:

- Full-Time (benefits after 90 days/paid holidays)
- Bonus opportunities
- Starting base \$10.66 hrly

Send resumes to gauvinc@wolverinehs.org or fax to 313-824-4470