
Job Description

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, scheduling and insurance verification , and generally being a helpful and positive presence in the workplace.

To be successful as an Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

Administrative Assistant Responsibilities:

- Handling office tasks, such as scheduling and utilization of EMR system, generating reports and and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings/sessions, validate insurance information and collaborate with community stakeholders
- Greet and assist clients in a person centered manner.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

Administrative Assistant Requirements (preferred):

- Associate's Degree in related field (preferred, not required)
- Prior administrative experience.
- Excellent computer skills, especially typing.
- Attention to detail
- Desire to be proactive and create a positive experience for others.

Job Type: Full-time