

Job Title: Administrative Assistant

Summary: Expressive Therapies is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. This role is a wide variety of administrative tasks providing support and assistance to the employees and owner of Expressive Therapies, assisting in daily office needs and managing the company's general administrative activities. The admin will look after all the daily functions of the office, including all the management daily duties. This role is active and does not delegate unless discussed with management.

Duties: Clerical:

- Answer and direct phone calls
- Organize and schedule appointments within electronic medical record
- Reschedule canceled appointments
- Maintain office supplies/inventory
- Maintain contact lists
- Provide general support to visitors
- Act as a point of contact for internal and external clients
- Provide complete support to the management
- Reply to all the correspondences that arrive in the company (when understanding the request)
- Maintain space - including keep space clean, vacuumed, mopped, picked up, dusted, etc.
- Keeping electronic medical records up to date with accurate information

Staff:

- Assist in arranging for coverage for employees out sick or on vacation.
- Have open communication with employees and owner

Requirements:

- Detail oriented - Attention to detail and problem-solving skills a must!
- Works well with deadlines
- Proven experience as an AA or VA
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Self-starter who is trustworthy and works well independently

Not required at start, however necessary to learn by 3 months:

- Knowledge of therapy billing codes
- Knowledge of therapy styles
- Understanding of billing insurance, contracts and other private payer sources
- Knowledge of therapy laws and requirements

Qualifications

- HS degree
- Experience working within an office setting
- Ideal candidate will have experience in a mental health clinic setting

Admin will:

- Demonstrate behavior consistent with our mission, vision and shared values.
- Demonstrate fiscal responsibility.
- Contribute to continuous quality improvement.
- Contribute to team effectiveness.
- Meet standards of confidentiality.
- Provide education to patients, caregivers and public.

Expressive Therapies LLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.