



AVAILABLE POSITION

Administrative Assistant

Essential Functions: Provide administrative and clerical assistance to the Clinical Director and the clinical staff (Service Coordinators and Therapeutic Consultants). Greet visitors, clients, parents, guardians, vendors and other individuals wishing to do business with The Arc of The Three Rivers. Answer, direct, and re-direct phone calls and take messages as required.

RESPONSIBILITIES

- Data Entry
- Calendar scheduling
- Filing
- Monthly mailings
- Review charts
- Other duties as assigned.

Position Summary: Provide administrative support to the Clinical department. Perform clerical duties and other administrative task as necessary to maintain office efficiency and quality. Coordinate supply orders and inventory for the department. Provide information concerning The Arc of The Three Rivers to individuals making inquiries. Assist with filing task as time permits.

Knowledge, Skills, and Abilities: Knowledge of Microsoft software; Internet skills; multi-line telephone system, excellent interpersonal skills, ability to multi-task, with effective oral and written communication skills. Ability to convey a positive and professional attitude. Interaction in a positive manner with employees, individuals we serve and their families and the general public. Maintain confidentiality in all aspects of the position.

Work Hours: 8:00am to 4:30pm, Monday through Friday.

Requirement: High School Diploma or GED, with a minimum of three (3) years' experience as an administrative assistant preferred.