

Administrative Assistant for DD Adults Care Facility

Inspired Residential

Full-time Position!

Days/Hours: Monday – Friday/8:00am – 5:00pm

Wage: DOE

Job Duties:

- Run, organize, take detailed notes and report back to administrator regarding client medical needs
- Handle paperwork, (including completing, filling, scanning, and faxing)
- Answer phones and emails
- Maintain supplies inventory by checking company supplies; anticipating needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies
- Runs company errands as needed
- Receive, sort and distribute mail
- Will bring creativity to help design new programs and protocols
- Handle HIPAA information

Job Qualifications:

- Must have experience with both MS Word and Excel
- Must have experience in care providing or medical assisting, physical, emotion & behavioral, one on one support as needed with a client while running medical appointments
- Must be good with basic computer programs
- Must be able to file correctly
- Must have excellent organizational skills
- Must be a self-starter and efficient
- Must have excellent customer service skills
- Must be able to maintain client confidentiality and uphold HIPAA regulations

To Apply: Please email a resume with a call back number to lauren.leak91@yahoo.com