



- Job Title:** Administrative Assistant
- Objective:** This role is essential in ensuring that our office is organized and running smoothly. The primary responsibilities include a range of administrative and clerical tasks, with a focus on support to the Principal Psychologist and the Director of Operations.
- Experience:** The ideal candidate for this position is detail oriented, flexible, compassionate, and able to multitask. We are looking for someone who is self-motivated, takes initiative and works independently as well as with a team. They must be able to interact with a high level of professionalism safeguarding positive client relations.
- Qualifications:**
- Minimum requirements:*
- High School diploma or equivalent
  - Minimum one (1) year of experience in customer service
  - Excellent organization and time management skills
  - Strong verbal and written communication skills
  - Proficient computer software skills in Microsoft Office
- Preferred requirements:*
- Higher Education
  - Experience in medical practice, healthcare, or communications
- Responsibilities:**
- Responsibilities include, but are not limited to:*
- Process incoming calls and emails
  - Assist clients with questions, scheduling, and payments
  - Maintain supplies
  - Process records requests and provider directory updates
  - Submit weekly bank deposit
  - Coordinate practice meetings
  - Perform general office tasks
  - Assist with administrative projects
- Compensation:** In-office position at 32-40 hours per week. Salary range is \$18 - \$22 per hour. Benefits include paid holidays, sick and vacation time. Retirement plan offered after 1 year.
- How to Apply:** Please send a letter of interest and resume to Lisa Fune at [Lisa@TherapyChanges.com](mailto:Lisa@TherapyChanges.com)