



**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 the 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:*

- Higher education or associate degree 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:*

- Experience in office setting, healthcare, or communications
- Previous role as an administrative assistant or office manager
- Project leadership experience

**Responsibilities:** *Responsibilities include, but are not limited to:*

- Process incoming calls and emails
- Assist clients with questions, scheduling, etc.
- Maintain office supplies
- Process records requests
- Greet/receive clients and visitors to the office
- Maintain Professional Contact Database
- Facilitate practice networking meetings
- Coordinate practice meetings
- Perform general office tasks
- Assist with administrative projects

**Compensation:** In-office position for 36-40 hours per week, Monday through Friday. Starting salary range is \$22 - \$26 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 [Rochelle@TherapyChanges.com](mailto:Rochelle@TherapyChanges.com)