Administrative Assistant responsibilities & duties

The Administrative Assistant position is to assist in managing clerical, financial, billing, charting and communications for Renew Counseling. This includes duties listed below and others that may be assigned.

Administrative Assistant responsibilities

* Greet clients and gather insurance and other information needed to deliver services and appropriately bill for services rendered.
* Answer incoming calls and assume other receptionist duties when needed
* Enter data to track billing and client data.
* Implement and monitor programs as directed by management, and see the programs through to completion
* Generate memos, emails and reports when appropriate
* Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
* Maintain office supplies by checking inventory and order items
* Respond to questions and requests for information
* Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly
* Assist in training staff members and new hires
* Other duties as assigned by supervisor

Administrative Assistant qualifications and skills

Skills required: previous office management or front office experience a must. Experience in greeting clients, answering phones, organizing office procedures, ordering, entering client data and delivering excellent customer service skills are required. Experience creating invoices and minor accounting experience a plus.

* High School Diploma and/or Bachelor’s degree required
* Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
* Ability to analyze and revise operating practices to improve efficiency
* Detail oriented and comfortable working in a fast-paced office environment
* Exceptional communication skills
* Superior organization skills and dedication to completing projects in a timely manner

Please email: Denise Lipe your resume and cover letter.

dlipe@renewcounselingservices.org