

# JOB POSTING



## **Job Title:**

**Administrative Assistant**

## **General Statement of Duties:**

Responsible for providing excellent customer service to clients in a fast-paced environment, utilizing practice management software accurately and efficiently as well as performing various administrative tasks. Demonstrates the highest levels of professionalism and excellence in working with clients and other staff.

## **Location:**

Jackson

## **Qualifications:**

- High school diploma with three years' experience working in an office setting. Strong preference for experience in outpatient behavioral health or medical setting.
- Must have excellent computer skills in a Microsoft Windows environment; must include Word and skills in using the internet along with the ability to learn new programs.
- Must be detail-oriented; manage time well and multitask.
- Must have a positive attitude and be a team player.
- Must communicate in a professional manner.
- Must have excellent customer service skills.
- Must be willing to learn and expand knowledge.
- Must be able to work in a very fast paced environment.
- Must have the ability to work with difficult populations.
- Must be able to successfully pass a background check.
- Must be willing to perform duties in keeping with Catholic social teachings.

## **Classification:**

- (1) Full-Time – Non-Exempt - Jackson

## **Hours:**

- Flexibility is necessary depending on the needs of the agency. Evening hours are required each week.

If interested, please respond immediately in writing with resume and cover letter to Kristen Gottschalk at [kgottschalk@catholiccharitiesjlhc.org](mailto:kgottschalk@catholiccharitiesjlhc.org). EOE.

*Providing Help · Creating Hope*