

Position Description:

Renaissance Behavioral Health Systems is looking for an **Office Assistant-Administration** to join its team in the Jacksonville area. This is an ideal opportunity for an individual who has good time management skills, is comfortable with working in a team environment, and is interesting in working with an organization that serves the community.

The Office Assistant-Administration provides clerical support to the Renaissance Behavioral Health Systems (RBHS) and Mental Health Resource Center (MHRC) Administrative Departments and Executive Offices

Some of the duties include but are not limited to:

- Performs receptionist functions including greeting, routing and announcing visitors, accepting deliveries, and assisting vendors and maintenance.
- Processes incoming Executive Office calls and ensures proper referral to appropriate staff/departments.
- Sorts, opens when necessary, and distributes incoming corporate inter-departmental and U.S. mail. Processes all corporate outgoing mail when the courier is unavailable. Affixes postage to outgoing mail. Adds postage for postage machine and orders associated postage supplies. Provides accounting with monthly postage usage. Prepares and receives FedEx shipments as necessary, and orders FedEx supplies. Reviews and approves invoices for postage and FedEx.
- Provides clerical support to the Executive Office including typing updates to policies and distributing them to sites, composing letters and memos, and copying and distributing correspondence and other materials. Upon request, provides clerical support to other departments, including composing and typing correspondence and other materials.
- Orders and maintains inventory of all office supplies for the Executive Office and supplies for the facility break room.
- Ensures compliance with RBHS and MHRC confidentiality policies.
- Receives checks from Accounts Payable department, compares against supporting documents to verify accuracy, and processes for mailing. Monitors supply of blank check stock and MICR toner.

Position Requirements:

In order to be considered, candidates must have a High School diploma or equivalent **and** one year of general office experience is required.

Experience working in business, healthcare, or legal setting preferred.

Ability to use a multi-line phone and paging system.

Proficiency in Microsoft Office programs and use of the Internet.

Excellent customer service skills are essential and this individual must be able to interact appropriately with internal and external customers, including individuals served, families, caregivers, community service providers, supervisory staff and other department professionals.

Individuals in this position need to be comfortable having telephone interactions with individuals who may have mental health issues.

Position Details:

This position is a Part Time position: 25 hours per week, Monday through Friday, days