

Part Time – Administrative Office Manager

Full Job Description

Administrative Office Manager for a Mental Health Private Practice

- Maintain an organized filing system
- Ability to accurately and efficiently utilize computer for data input, retrieve data
- Scan documents to filing system
- Interact with patients over the phone and email
- Processing Phone Intakes
- Scheduling Intakes with new patients for counselors in 3 locations
- Manage sending/receiving faxes
- Demonstrates helpful and effective telephone etiquette
- Communication with office manager on an ongoing basis
- Accepts new assignments willingly to meet business needs.

What you need

- Experience in a true support role
- Basic skill set Microsoft Word and excel
- Any experience with Therapy appointment is a plus or will train
- Professional, personable, friendly and positive personality
- Strong organization and multi-tasking skills, good listening and communication skills
- Ability to handle multiple interruptions, change tasks constantly and shift quickly
- Ability to work well independently and as a part of a team.
- Ability to maintain and handle confidential information, HIPPA compliant
- Dependable, punctual and commitment to follow through on tasks.

General Information

- Competitive Compensation for part time Administrative Office Manager
- 15-20 hours weekly – flexibility in work schedule
- Minimum of High School Diploma or GED (or equivalent job specific work experience in combination with education)
- Potential for future full time
- Work out of our Appleton and Oshkosh offices

Interested in position

- Please email letter of interest and resume to:
office@integritycounselingllc.net