



Job Title: Administrative Assistant

The Administrative Assistant is a clerical position that will report directly to the Administrative Director. This person must possess exceptional communication skills both verbal and written and must exude professionalism in all interactions as a representative of ConnectPlus Therapy. This position will be responsible for the day to day clerical needs for the administrative team as well as assisting working as the operator for Connect Plus Therapy. This position is a full-time position that will work 40 hours a week Monday through Friday in an office setting.

Major Duties:

- Data Entry
- Buzzing staff and clients into the office
- Checking temperatures of clients and staff
- Assist with supply ordering and building maintenance as needed
- Filing
- COVID testing clients and staff
- Answering incoming phone calls directing them to the appropriate extension
- All other day to day clerical duties as assigned

Skills and Competencies:

- Proficient in the use of various computer programs including Microsoft Office and Google Suites; experience with CentralReach and/or Podio preferred
- Confident and clear communication skills for interdepartmental communications
- Excellent written communication skills for professional emails and various reporting methods
- Excellent time management skills; must be able to handle multiple projects as assigned

Physical Requirements:

- Ability to write, type, and operate a computer for hours at a time
- Ability to sit and stand for several hours at a time
- Ability to lift up to 40 pounds
- Ability to climb stairs

Education and Experience:

- Receptionist or host experience preferred
- Administrative Assistant experience preferred

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- High school diploma or equivalent required