



JOB NOTICE

Date: November 8, 2018

Closing: November 20, 2018 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via INDEED or to HR., Box: Admin.Asst. COMPASS, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Client Services

Title: Administrative Assistant

Shift: Monday- Friday day turn that will include evenings based on programmatic needs.

Salary: Comprehensive full-time benefit package and Competitive salary based upon experience.

Overview:

Must be committed to COMPASS' Core Values of treating everyone with dignity and respect; being ethical, honest and having integrity; being team-oriented with a commitment to excellence; being engaged, supportive, and resilient; and being accountable and responsible to persons served, COMPASS and Community. The responsibility of this position is managing specialized work efficiently, with confidence and competence. This position performs duties in a welcoming, friendly and non-judgmental manner.

Duties and Responsibilities:

1. General Office Assistance:

- Implement and provide general office assistance services that will include general typing, scanning, faxing and filing.
- Maintains the highest level of confidentiality.
- Completes correspondence for all programs as needed and requests for client service records.
- Track and report client satisfaction surveys.
- Utilize on-line client record system to close clients, ensure paper charts are correctly marked as closed with a destroy date.
- Track data and complete program reports as requested
- Work with Office Manager to purge closed client paper files.
- Provides back-up services as needed for all front office client and customer service outpatient functions.

2. **Order Office Supplies:**

- Maintain sufficient stock in office supply room.
- Maintain sufficient paper for copiers/printers.
- Order office supplies and paper supplies.
- Assist staff with special orders.
- Complete maintenance work orders.

MISCELLANEOUS:

- Other duties as assigned by supervisor.

Qualifications:

Education/Experience: High school diploma. Two years of experience in administrative/ secretarial duties is preferred. Must have experience with multiple phone lines, standard office equipment, filing and customer service. Experience with electronic medical record systems is preferred.

Miscellaneous: Criminal background check; Pre-employment drug screen and clear driving record.

Ability to multi-task; while maintaining accuracy and organization integrity. Must have the ability to develop rapport and be perceived by staff and clients as approachable. Ability to collaborate with staff, service providers and administrators. Team oriented with patience and compassion for those served. Strong computer literacy: generating cover sheets, drafting professional letters, creating spreadsheets, using Microsoft Word and Excel

Non-Exempt: eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans