

Administrative Assistant

AURORA SERVICES ADMINISTRATIVE ASSISTANT JOB DESCRIPTION: Reporting to the Manager of Mental Health Services, the Administrative Assistant will be responsible for providing clerical support to Aurora Services programming and staff.

JOB STATUS: Part time, Monday – Friday, flexible hours, 8:30 a.m. – 2:00 p.m.

LOCATION: Youth Services, 363 Third Street, Beaver, PA 15009

- Obtain and maintain authorizations.
- Assist with managing electronic health records.
- Maintain and track participant information including services, initial interactions and documents.
- Review and track all intake packets.
- Maintain schedules, log daily billing hours, file and maintain organized charts, monitor authorizations, prepare monthly client progress reports.
- Receptionist duties: Greet visitors, accept deliveries, answer phones, distribute messages/faxes, maintain visitor waiting room.

ADMINISTRATIVE ASSISTANT QUALIFICATIONS:

- High school diploma or equivalent required. Some post-secondary training / education preferred such as a two-year Business Degree or two years of clerical experience.
- Demonstrates proficiency in Microsoft Office products such as Word, Excel, Outlook and familiar with Access database systems
- Highly organized, strong attention to detail, and efficient in time management with excellent written and verbal communication skills
- Ability to work in a team environment
- Able to pass background checks and clearances

BENEFITS: Paid time off plus 11 paid holidays. BCRC is an Equal Opportunity Employer.

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