

Job Description

Summary: Wayside House, Inc. seeks an experienced, energetic, self-directed Full-Time Administrative Assistant. Working alongside a team of multidisciplinary health care professionals, the Administrative Assistant will primarily provide administrative support to the Clinical Department to ensure the efficient operation of the organization. Hours could vary with some evening hours.

Job Description: Duties include greeting & directing visitors and clients, answering & directing calls with professional etiquette, taking and relaying messages, mail handling, ordering supplies, creating reports, generating correspondence, faxing, copying, assisting with the coordination of client scheduling, recording meeting notes, attending and participating in team and staff meetings, and performing other duties as assigned.

Requirements & Qualifications: Potential candidates must possess High School diploma or GED and 1 year of clerical or office experience, preferably within the substance abuse industry, or an equivalent combination of vocational/college training and experience. Other qualifications include: outstanding interpersonal and communication skills, a demonstrated ability to function independently and in possession of strong leadership, organization and time management skills. Intermediate software skills (e.g. Microsoft Office), excellent skills using general office equipment such as computer, multi-line telephone system (with pleasant phone voice and professional attitude), multipurpose copy machine. Must also be detail oriented and in possession of excellent written and oral communication skills. Sensitivity to confidential matters is required.

Salary & Benefits: Salary range is dependent upon experience. Benefits include 100% employer contributed health insurance, paid vacation and holidays (available after 90 days of employment), and a generous employer-paid 401k plan after 1 year. Also included are the employer sponsored Disability, Life and Accidental Death Insurance plans.

Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

- Administrative Assistant: 1 year
- office: 1 year