

Office Assistant

DeCoteau Trauma-Informed Care & Practice, PLLC

135 Sims St Ste 215, Dickinson, ND 58601

\$15 - \$17 an hour - Full-time

Job details

Here's how the job details align with your profile.

Pay

- \$15 - \$17 an hour

Job type

- Full-time

Shift and schedule.

- 8-hour shift
- Day shift
- Monday to Friday

Job address

135 Sims St Ste 215, Dickinson, ND 58601

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off

Full job description

DeCoteau Trauma-Informed Care & Practice is seeking a highly organized and detail-oriented Office Assistant to join our team. We are a growing outpatient mental health clinic. The ideal candidate will have excellent organizational skills, strong attention to detail, and the ability to multitask effectively. This person must be comfortable working with a high degree of independence and adherence to patient privacy policies. If you thrive in a fast-paced environment and enjoy providing administrative support, we would love to hear from you.

Duties:

- Answer phone calls and direct inquiries to the appropriate person
- Perform general clerical duties, including photocopying, scanning, and filing documents
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Monitor level of supplies and handle shortages
- Maintain trusting relationships with suppliers, customers, and colleagues
- Provide administrative support to various departments as required
- Assist with scheduling appointments and maintaining calendars
- Handle incoming and outgoing mail
- Maintain a clean and organized office environment

Requirements:

- Proven experience as an office assistant or in another relevant administrative role
- Knowledge of 'back-office' computer systems (EHR software)

- Working knowledge of office equipment
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Proficient in using Google Suite (Docs, Sheets, Drive, Chat)
- Ability to handle confidential information with discretion
- Exceptional attention to detail and accuracy
- Strong problem-solving skills and ability to work independently
- High level of multi-tasking skills necessary
- Professional phone etiquette

Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental Insurance
- Flexible schedule
- Health insurance
- Paid time off

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Work Location: In person.