



JOB DESCRIPTION

TITLE: Office Assistant

REPORTS TO: Administrator

JOB SUMMARY: Performs a variety of administrative and executive support tasks.

Duties include but not limited to:

- Maintains highly confidential and sensitive information as it relates to client registration and enrollment.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to Administrator.
- Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the administrator or executive accordingly.
- Makes referrals to appropriate staff or provides requested information.
- Coordinates and facilitates calendar to arrange appointments, meetings, outings, and conferences.
- Keep inventory for office expenditures such as equipment and supply needs.
- Establishes and maintains various filing and records management systems.
- Operates standard office equipment.
- Keep front entrance, general office area, computer room, and resting room clean, organized and sanitized.
- Performs related work as assigned.
- Reports to Center Director/Administrators.

Requirements include but not limited to:

- 21 years of age, U.S. citizen or legal resident alien.
- Minimum of 3-5 years of office experience.
- Adhere to all company and MDOM policies.
- Certificate for First Aid.
- Cardiopulmonary Resuscitation (CPR).
- Comply with HIPAA at all times.
- Results of drug screen, updated annually.
- Results of a criminal background check (to the extent permitted by law), updated annually.
- Results of any State of Mississippi Medicaid/Medicare fraud, waste and/or abuse checks.