



Our Mission:

Empowering people to discover their directions for life in a changing world

### **Office Support Staff**

Southeastern Directions for Life has an immediate opening for a full-time Office Support Staff at the 5<sup>th</sup> Street Location; Monday-Friday 8:00-5:00.

#### **QUALIFICATIONS:**

- Proficient computer skills, to include Microsoft word, excel; experience with scheduling software preferred.
- Highly organized, with attention to detail.
- Experience with a multi-line phone system and scheduling of appointments
- Secretarial skills to include setting up templates for forms, writing letters, and filing.
- Familiar with office equipment and able to handle other office tasks as assigned.
- Excellent communication skills.

Must pass a comprehensive criminal background check to include fingerprinting, drug screening, Dept. of Social Services Central registry check. Must have a valid driver's license and car insurance.

**JOB SUMMARY:** Full time office receptionist who displays good communication and customer service skills with the ability to use basic office equipment including computer hardware and software. Duties will include answering telephones in a professional and courteous manner. Greeting and checking in patients at front desk. Scheduling patient appointments and confirming future appointments. Candidates must be able to multi task and actively participate as part of a team as required.

#### **Professional Integrity and Growth:**

##### **Essential Job Functions: General**

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Please email resume and/or application to: [hr@southeasternbh.org](mailto:hr@southeasternbh.org)

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran