



Behavioral Healthcare • Home Healthcare

Trusted and appreciated by professionals and families for 25 years

Receptionist/Administrative Assistant

Full Time ~ Waterville Branch

Are you a friendly, reliable, and organized individual? We are seeking a full-time Receptionist/Administrative Assistant to operate the front desk reception area at our Waterville Office. This position is the hub of the administrative operation that keeps our office working. Responsibilities include: answering incoming calls, directing calls to appropriate associates, greeting visitors, flow of correspondence, requisition of supplies, human resources support as well as additional administrative duties.

If interested in applying for this job, go to www.careandcomfort.com and visit the "Employment Section." You will be invited to create an account with Care & Comfort and to fill out an employment application. Please attach a letter of interest/cover letter and an updated resume to your online employment application. Company-sponsored benefits include: health insurance, voluntary dental, short-term disability, life insurance, employer-matched 401(k) retirement plan, paid holidays, and vacation. Care & Comfort is a leading provider of home health and behavioral health services with 400+ employees working out of 5 branch offices state-wide. We are an equal opportunity employer.

Some key responsibilities include:

- Promptly and professionally answer and direct incoming phone calls; schedule appointments, greet visitors, collect insurance co-payments and announce visitor arrivals.
- Provide administrative support for the branch (i.e. filing, faxing, mailings, creating documents, etc.)
- Perform data entry.
- Inventory, requisition and store administrative and clinical forms and office supplies.
- Assist Human Resources Department as needed.

Qualifications

High school diploma or equivalent is required. At least one year of relevant office experience is required. Prior experience in a healthcare or decentralized environment is a plus.

Requirements

The successful candidate will possess:

- Professional and polite phone skills. Switchboard/Phone Systems experience a plus.
- Strong experience and capabilities in MS Word, MS Excel, Outlook, and company databases.
- Proven ability to maintain confidential information.
- Efficient and accurate data entry skills.
- Outstanding attention to detail and accuracy.
- Ability to multi-task and problem solve in a high volume environment.

Work Schedule/Availability

Day shift – Monday-Friday; occasional evening and weekend work may be required. Must be flexible and cooperative in fulfilling responsibilities and in meeting company needs.

Physical Demands

Regularly required to sit and operate a computer in sitting position for long periods of time, requiring good ergonomic discipline. Work may involve extensive standing, bending, and walking. Work requires fine manipulation/motor skills, auditory, and visual activities. Occasionally lift/move objects up to 20 lbs.

Join a team who cares about you because you care about others.

Care & Comfort is an Equal Opportunity Employer