



Behavioral Health ~ Home Health
Case Management ~ Veterans Services

Office Assistant & Staffing Support **Full-time, Bangor Office**

We have an opening in our Bangor Office for a friendly, reliable and organized individual to operate our front desk reception area. This position is the hub of the office and keeps our office working.

We offer a competitive compensation and benefits package including health insurance, paid time-off and a 401K with employer match.

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 and enter loggings in support of Staffing Supervisors and Staffing & Training Manager. This may include service authorizations, HCFA's, UCSS's, new hire packs, ROI's, etc.
- Inventory, requisition and store administrative and clinical forms and office supplies.
- Assist staffing supervisors as requested including taking cancellations, reviewing time sheets & reports and giving out weekly schedules.

Qualifications:

- High school diploma or equivalent. Minimum 1 year of office experience. Prior experience in a small branch office is helpful.
- Professional phone skills; comfortable using a multi-line phone in a medium volume company; basic understanding of databases; working knowledge of MS Office
- Comfortable interrelating with a variety of people
- Ability to multi-task and juggle multiple priorities at the same time
- Excellent time management and organizational skills
- Proven ability to quickly and accurately enter data into system databases

If you've got what it takes we want to hear from you.

If interested in applying for this position, please fill out an employment application at

careandcomfort.com/applynow

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

We are an Equal Opportunity Employer