



## **Administrative Assistant**

**JOB STATUS:** Part time, Monday – Friday, 8:30 a.m. – 2:00 p.m.

**LOCATION:** Aurora Services, 363 Third Street, Beaver, PA 15009

**JOB DESCRIPTION:** Reporting to the Executive Assistant and Supervisor of Aurora Services, the Administrative Assistant will be responsible for providing clerical support to Aurora Services programming and staff.

### **KEY JOB RESPONSIBILITIES:**

- Obtain and maintain authorizations
- Track and enter billing information into excel spreadsheet
- Maintain and track client services and record initial interactions
- Maintain client information / documents / tracking using Access database
- Review and track all intake packets
- Maintain schedules, log daily billing hours, file and maintain organized charts, monitor authorizations, prepare monthly client progress reports
- Receptionist duties: Greet visitors, accept deliveries, answer phones, distribute messages/faxes, maintain visitor waiting room
- Attend required meetings and complete required training
- Other duties as assigned to provide support to Agency and Aurora staff

### **QUALIFICATIONS:**

- Proven working knowledge of Microsoft Office programs including Excel
- Some post-secondary training / education preferred such as a two-year Business Degree or two-years of clerical experience.
- Demonstrates proficiency in Microsoft Office products such as Word, Excel, Outlook
- Familiar with Access database systems
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Knowledge of Office Equipment: fax, copiers, etc.
- Ability to work in a team environment
- Demonstrates strong attention to detail
- Efficient in time management.
- High school diploma or equivalent
- Strong work ethic with high integrity
- Able to pass background checks and clearances
- A valid driver's license