

Needed: Administrative Assistant
BH Health Services, Inc.

450 E. Main St.
Westminster, MD 21157

Hours: 5AM- 1PM (Monday- Friday)

Salary: Commensurate with experience.

Currently seeking an applicant who has a desire to be part of an established treatment agency. This position requires strong communication skills, professional presentation, excellent writing/typing skills, and a history of administrative/front office experience. A potential candidate must be able to multitask, prioritize, and must possess excellent organizational skills. This position is in an office based setting but will require frequent walking to various areas of the facility. This position is in a fast paced environment, and requires a positive, and customer service oriented attitude.

Previous relevant work experience is a must!!!

Education level: HS diploma required, some college preferred.

Duties that will be performed consist of, but are not limited to:

- Frequent/daily use of computer based programs, i.e. Microsoft word, excel, and electronic charting system.
- Answering phones, sending faxes, completing scans, filing.
- Scheduling and managing appointments/calendars.
- Creating patient charts and profiles.
- *Maintaining organization of daily facility functions.
- *Interfacing with employees and patients throughout the course of the day.

Qualified applicants will be contacted for interviews until the position is filled.

Interested applicants can fax their updated resume to (443) 293-8711
ATTN: Administrative Assistant Job Announcement