

Administrative Assistant

Job description

Join Arizona Cooperative Therapies and Make a Difference in the Lives of Children!

WHO WE ARE:

Arizona Cooperative Therapies (ACT) is a leading Early Intervention agency and is expanding by adding additional programs through the Department of Child Safety (DCS). We currently work with over 1,000 infants, toddlers, and families in East and West Maricopa and Pinal Counties, providing critical Early Intervention and related services. ACT has been supporting the needs of young children and their families since 2013. Arizona Cooperative Therapies is a cooperative comprised of nine member agencies.

Job Description Summary: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers by performing the following duties listed below and as assigned.

Specific Duties and Responsibilities include the following. Other duties may be assigned.

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.*
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.*
- Responsible for processing insurance documents in various data systems
- Locate and attach appropriate files to incoming correspondence requiring replies.*
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.*
- Complete forms in accordance with company procedures.*
- Make copies of correspondence or other printed material.*
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.*
- Learn to operate new office technologies as they are developed and implemented.*
- Maintain scheduling and event calendars.*
- Schedule and confirm appointments for clients, customers, or supervisors.*
- Manage projects or contribute to committee or team work.*
- Mail newsletters, promotional material, or other information.*
- Order and dispense supplies.*
- Conduct searches to find needed information, using such sources as the Internet.*
- Provide services to customers, such as order placement or account information.*
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.*
- Use computers for various applications, such as database management or word processing.*
- Create, maintain, and enter information into databases.*

- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.*
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.*
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities are able to perform the essential functions.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. **Spanish Speaking is required.**

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, Internet software, Adobe Acrobat, (must be able to learn Relias, and Guardian).

Education/Experience:

diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Written and Verbal Communication skills
- Reading Comprehension
- Knowledge of equipment maintenance
- Management of material resources

- Active Learning
- Active Listening
- Customer Service skills
- Critical Thinking
- Monitoring skills
- Coordination skills
- Social perceptiveness
- Troubleshooting
- Time management skills

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities are able to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities are able to perform the essential functions.

The noise level in the work environment is usually low to moderate.'

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Work Remotely

- No

Job Type: Full-time

Pay: Up to \$33,500.00 per year

COVID-19 considerations:

Remote working when necessary if COVID-19 necessitates this, otherwise job is on location in office setting. Surfaces cleaned regularly.

