

Weeefun Therapy for Children

OFFICE ADMINISTRATOR: competitive wage

Local and established private pediatric therapy company in San Dimas, California seeks experience Office administrator to join their team. Professional must be fun but serious minded, hands-on, well organized, have stability and experience in a similar role. Excellent company with healthcare benefits, flexibility. The individual will ensure an organized and efficient office with responsibilities including:

- Organizing/overseeing electronic files, invoices, monthly billing and receipts
- First point of contact for all therapy employee and contract staff for day-day office needs
- Maintain optimal attendance and coordinate on-line therapy schedule for all staff/clients
- Ensuring all calendars are accurate and organized
- Answer phones, respond to voicemails and emails
- Ensure the office and clinic remain clean and organized
- Maintaining office supply inventory, ordering new supplies as needed.
- Ensure all visitors with a hospitable experience and discretely handle confidential information

Qualifications:

- Bachelor's Degree preferred
- 2+ years of experience in a similar role
- Ability to use Microsoft productivity software such as Excel and Word
- Excellent attention to detail, strong time management and organizational ability. Ability to multi-task.
- Effective communications skills – verbal and writing skills
- Strong interpersonal skills for interacting with clients and families, staff, vendors and senior management

Salary: competitive and negotiable. Position part time. Prefer Monday- Thursday 9am -3pm.

Please send your resume for consideration to fiona@weeefun.com

If you are not currently interested, but know someone who is, please feel free to forward this to the individual, referrals greatly appreciated.