

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

**Summary**

Are you looking to make a difference while working in a fun, fast paced, and beautiful therapy clinic in the heart of Owings Mills, MD? We are looking for an Administrative Assistant to join our incredible team! We are willing to train the right person.

The administrative assistant greatly contributes to the overall operational function of Charm City Therapy and will be assisting the Intake Coordinator, School Liaison, Insurance Specialist, and other team members with their daily responsibilities.

This is a part time on-site position consisting of 10-15 hours per week (with strong growth potential). Remote work is not an option.

**Essential Duties and Responsibilities**

* Insurance verification
* Client follow-up
* Documentation audits
* Supporting the billing process
* Scheduling screens, evaluations and therapy sessions
* Working closely with the administrative and clinical staff to support all functions
* Submitting and monitoring pre-authorizations
* Providing requested materials for the therapists
* Supporting the therapist’s duties
* Filing of important documents
* Keeping current inventory of office materials, including evaluations/forms and supplies
* Maintaining organization system of office and therapist supplies
* Assisting other team members with their daily tasks

**Qualifications**

* Organizational and operational skills
* Excellent written and oral communication skills
* Positive interpersonal skills
* Fluency in verbal and written English
* Computer and typing skills (word, excel, and standard software)
* Self-starter
* Ability to multitask

**Skills/Aptitude**

* Dependable/reliable: consistently fulfills commitments
* Trustworthy: can be trusted with various tasks and information
* Adaptable and flexible: changes direction as priorities shift
* Organized
* Detail Oriented: produces high quality work
* Professionalism

**In order to apply for this position, please send your cover letter and resume to Director@charmcitytherapy.com.**