



## Administrative assistant

### Description

We are seeking a compassionate and organized Administrative Assistant/Intake Coordinator who thrives in a dynamic environment. The ideal candidate will have strong administrative skills, exceptional communication abilities, and a commitment to guiding individuals through the initial steps of their recovery journey.

### Duties

- Serve as the primary point of contact for all incoming calls and inquiries
- Collect and enter patient information into the electronic medical records system
- Schedule appointments and coordinate with healthcare providers
- Assist with insurance verification and authorization processes
- Handle order entry and maintain accurate records of medical supplies and equipment
- Provide administrative support such as filing, faxing, and scanning documents
- Coordinate projects and ensure timely completion of tasks
- Collaborate with other team members to ensure smooth operations of the office

### Closing Date

February 18, 2024

### Categories

Services

### Employer

Aurora Recovery Centre

### Location

Rural

### Address

20025 Lakeside Rd Gimli, R0C 1B0

### Job Type

Full-time

### Education Level

High School

### Wage

\$23.00 - \$25.00

### Email

## **Qualification**

- Previous experience in a medical office or similar clerical role is preferred
- Strong organizational skills with attention to detail
- Excellent communication and customer service skills
- Ability to multitask and prioritize tasks effectively
- Knowledge of QuickBooks or other accounting software is a plus

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