

Company Overview

Summit Psychological Services is an outpatient, private psychological practice in the Fox Chapel area. Its multidisciplinary staff is dedicated to providing exemplary mental health services. As a small practice, Summit maintains a friendly and supportive atmosphere.

Summit is currently seeking a Part-Time Administrative Coordinator to work on nights and weekends. We are looking for someone to work several hours a week specifically for night and weekend hours.

Responsibilities

It is the responsibility of the Administrative Coordinators to maintain and organize all administrative functions in the front office, including, but not limited to the following tasks:

- Receiving, answering and distributing office mail and email accordingly
- Answering the office phone calls or messages
- Communicating patients' arrival promptly
- Setting up and managing administrative records and pulling/filing office charts
- Following office procedures for scheduling patient appointments
- Maintaining office records by documenting patient services and transactions
- Communicating with vendors in regards to patient matters with discretion
- Making financial arrangements with patients before treatments
- Completing new patient intake by collecting a brief patient history questionnaire with the patient
- Typing and distributing patient correspondence letters, as needed
- Other tasks and projects, as assigned.

Qualifications

- Associate's Degree or 2+ years of administrative support experience
- Excellent interpersonal skills with the ability to interact with practitioners, management and other staff
- Presents self with a professional demeanor in a stressful environment
- Superior verbal communication skills, both face-to-face and on the phone
- Proficient computer skills to include Word, Excel and Gmail
- Prioritizes and multitasks with ease
- Ability to work independently and as a team
- Ability to maintain confidentiality

Qualified candidates should send a letter of interest and resume to: Summit Psychological Services, Attn: Ms. Jessica Bayer, 1350 Old Freeport Rd., Suite 1A, Pittsburgh Pa, 15238 Fax: 412-406-7742 Email: jbayersummit@gmail.com