

Virtual Office Assistance Manager-Aid Description

We are looking for a Virtual Office Assistant Manager-Aid (VOAM) to work alongside the Office Manager and/or Clinical Director. The VOAM will organize and coordinate administrative duties. The VOAM's role is to create and maintain patient records, ensuring high levels of organizational effectiveness, and efficiency among patient records and flow of administrative services to patients. The VOAM's primary role is data entry of patient notes into the company's electronic medical record. Additional duties include scheduling patient appointments, typing, filing, and providing general administrative support to contractors and the director.

Previous experience working in an office environment and conducting clerical functions would be an advantage. A successful office manager should also have experience with a variety of office software and applications such as Google Drive and/or Microsoft Windows as well as be able to accurately handle administrative duties such as scanning, filing, and responding professionally to email communications.

Ultimately, the VOAM should be able to ensure the smooth running of the virtual office and help to improve company procedures and day-to-day operation.

Responsibilities

Serve as the point person for office manager duties including:

- Completing various administrative tasks
- Entering insurance payments into their respective portals
- Ensure that all items are invoiced and paid on time
- Provide general support to the practice as assigned
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like trainings and conferences
- Manage Social Media accounts

Requirements

- Proven experience as an office manager, clerical or administrative functioning.
- Proficiency in MS Office and/or Google Docs, and/or Android/Apple applications.
- Hands on experience with office machines/applications (e.g. scanners).
- Familiarity with Electronic Medical Records such as Therapy Notes, LLC.
- Excellent time management skills and ability to multi-task and prioritize work independently.
- Attention to detail and problem solving skills.
- Promptness to responding to phone and email inquiries.
- Familiarity with social media such as Instagram and Facebook.
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- A creative mind with an ability to offer feedback
- High School degree (or within 6 months of graduation); additional qualification as an Administrative assistant or Secretary will be a plus

All interested inquires for this position should be emailed to hope4youllc@gmail.com along with your resume.