

An Administrative Assistant is typically more involved in office administration matters.  These include but are not limited to: filing; mail; billings and collections; account reconciliations; ordering and stocking clinic supplies; managing inventory; marketing and advertising; liaising with lawyers and insurance companies; dealing with extended health plans and insurance coverage; other paperwork, submissions, etc.

**Sample of Administrative Assistant Job Posting**

Our Chiropractic and Wellness Centre is looking for a part time Office Assistant to join our team at a wonderful, holistic practice. Candidate must be warm and friendly with a positive attitude and have the ability to multi-task. Hours are: (state hours)

Duties include:

* greeting patients
* managing patient flow and doctor’s schedule
* data entry for new patients
* verify patient insurance information
* answering a multi-line phone system
* ordering supplies
* other organizational duties as needed
* assistance with social media and marketing projects

Strong preference for candidates that are familiar with Microsoft Outlook and Microsoft Office: word, power point, excel.

Please email us with a cover letter that explains why you would be a great asset to our team, in addition to your resume.