

**ADMINISTRATIVE ASSISTANT
PART-TIME POSITION
HOURLY SALARY - \$15 - \$18 an hour**

POSITION TITLE: ADMINISTRATIVE ASSISTANT/BILLING CLERK

EMPLOYEE STATUS: PART-TIME POSITION

OVERVIEW

Serves as the Office Manager/Billing Clerk for Good Steward Business & Benefits Consulting, LLC. Performs all administrative functions assigned and is the primary point of contact for customer and business calls and inquiries.

JOB DESCRIPTION

Responsible for the daily operation of the office and billing functions, in accordance with organization policies and procedures. Serves as Office Receptionist; Answers telephone calls and correspondence; Primary point of contact for the general public and internal inquiries; Organizes office operations and procedures; Prepares payroll and billings; Completes final edit of reports; Maintains record-keeping and Co-ordinates other clerical functions, as assigned.

RESPONSIBILITIES

1. First point of contact for the public utilizing excellent customer service skills. Receives and distributes mail and correspondence.
2. Receives and answers all phone calls and inquiries within a timely manner.
3. Edits all final MCA reports before they are mailed to vendors. Assures MCA reports are completed and sent in accordance with internal deadlines.
4. Organizes payment requisitions, documents record payments and submits final billings.
5. Maintains office record keeping; maintains office filing system and retrieves documents and files as requested.
6. Coordinates customer and internal staff appointments and scheduled meetings, internal staff training, and organization activities.
7. Completes other assignments as assigned.

EDUCATION AND EXPERIENCE QUALIFICATIONS

[Click Here to Apply](#)

Must have an Associate Degree is acceptable with two years or more experience in office administration; billing and customer service.

Must have excellent editing, verbal and written skills. Efficiency in MS Office Suite/Computer, which includes Excel, Word Processing, and typing.

Candidates must have the ability to perform a variety of tasks simultaneously, attend to details and provide excellent customer service.

[Click Here to Apply](#)