



Seeking Part Time Administrative Assistant for Seva Mental Health & Wellness Group

We are an outpatient mental health group practice located in Tigard and Sellwood. We are seeking an administrative assistant and intake specialist to work in our office. Are you someone looking to work with a great team of therapists?

Role Description

This is a part-time, year round position as an Administrative Assistant & Intake Specialist. Primarily working at the Tigard location, while also performing tasks occasionally in our Sellwood location. Responsible for performing general administrative tasks including scheduling appointments, answering phone calls, client communication and office tasks. The job requires the candidate to work onsite. Our Practice Manager will work closely with the administrative assistant.

Currently, we are asking for 20 hours a week, 4-5 days a week. We are requiring Monday, Tuesday and Friday. With Wednesday and Thursday being flexible days. Requiring the individual to work in the AM most days.

Qualifications

- Experience in general clerical and administrative office work
- Excellent communication and interpersonal skills
- Attention to detail and excellent organizational skills
- Ability to multitask
- Proficiency in Google Workspace
- Reliable vehicle required; ability to commute to our offices.
- Secure Wifi at home, should there be remote work
- Ability to work well with others and independently

