

Job Description

POSITION: Administrative Assistant
DEPARTMENT: Cosmetic Enhancement Center of NE, LLC
SUPERVISOR: Dr. Atkins
JOB TITLES SUPERVISED: None
FLSA STATUS: Non-Exempt

JOB CATEGORY: Administrative
SCHEDULE: Full-Time (Flexible)
LOCATION: Portland, ME

The Administrative Assistant is responsible for providing support to CEC management and staff through a variety of tasks and assisting in maintaining efficient operation of the practice. The primary focus of this position will be to order supplies for clinical staff and administrative staff and maintaining inventory control. The position will provide the staff with support in opening and distributing mail, managing calendar for management, schedule meetings, and general support as needed.

Responsibilities include and are not limited to:

- Providing support to CEC staff in ordering clinical supplies and office supplies and managing inventory of those supplies.
- Tracking purchase orders and ensuring that all supplies were received then scanning the invoices once all supplies have been received.
- Assisting the Director of Finance with various reports and scanning invoices into appropriate company for disbursement.
- Managing and distributing incoming faxes on the P:/ drive
- Opening and distributing mail to appropriate department
- Other duties as assigned by Managers

EXPERIENCE

Must possess excellent computer and strong organizational skills. Must be detail oriented and the ability to multi-task. Strong judgment and initiative to work independently and as a team player. Excellent interpersonal skills are required and expected when dealing with patients, co-workers, management, and physicians. Must possess comfort with Excel spreadsheets and Word.

EDUCATION

Associates Degree