

# Position Profile

**Position Title: Administrative Assistant**

**Job Code: AA**

**Position Type: Hourly Part-Time / Contract**

**Reporting Manager: Kim Odum**

**Office Location: Pickens County, Georgia**

## Position Description:

The Administrative Assistant will provide general administrative duties and cleaning as required in the health services clinic. The position will take direction from the office manager and be responsible for day to day operation of the reception desk and back-office functions including but not limited to scheduling, answering phones, assisting with patient logistics, accounting, mail processing and correspondence with patients and physicians.

## Position Requirements:

- Valid Georgia driver's license.
- Compliance with all HIPPA guidelines as they relate to NBTS.
- Subject to drug and criminal background check.
- One-year experience in office setting preferred but not required
- Organized and a multi-tasker

## Position Duties:

- Answer phones and all physical and electronic correspondence in a professional and courteous manner.
- Maintain patient schedule as directed.
- Maintain all aspects of patient records.
- Process copayments and payments at time of service.
- Process mail incoming and outgoing.
- Clean and maintain an orderly appearance in all of the following areas: Waiting area, office area, and others as needed.

I agree to and understand the description above that outlines the requirements, responsibilities and duties of the Administrative Assistant for New Beginning



**new beginning therapeutic services llc.**

**office: 706-253-NBTS (6287) · mobile: 706-692-8095 · fax: 706-253-6289  
email: info@nbts.us · 91 Sammy McGhee Blvd. · Suite 107 · Jasper, Georgia 30143**

**Therapeutic Services. I understand that Georgia is an "At Will" state and employment can be terminated by either party at any time.**

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**Date**

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**Kim Odum**

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**Date**

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**Witness**

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**Date**



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