



**Ridge Zeller Therapy (RZT) is looking for an energetic and organized administrative professional to work with a team in a fast-paced clinic located in Chandler. The position is part-time.**

**Duties & Responsibilities:**

**Assisting the Office Manager and Directors with administrative support. This may consist of but not limited to:**

- Conducting timesheet audits and compiling reports for billing clients
- Tracking employee documentation, certifications, training, and credentials
- Invoicing and Aging tracking
- Assisting with onboarding of new hires
- Organizing and maintaining all files and other correspondence relating to administrative matters
- Entering data and maintaining EMR database
- Assisting Directors with School-based projects and tasks.

**Providing backup support to the Therapy Coordinator. This may consist of but not limited to:**

- Assisting with client Intake, scheduling, and email distribution
- Maintaining client documentation and files
- Providing support for coverage of breaks, lunches, and personal time off
- Answering, assisting, and directing all incoming telephone calls and messages from voicemail to appropriate parties in a professional and courteous manner
- Understanding the company's services offered
- Knowing staff and primary contacts
- Supporting Therapy Coordinator as needed

**Support RZT team members for special events, as requested:**

- Visiting preschools, doctor's offices, school campus' etc. to consult with referral coordinators
- Promoting RZT social media campaigns
- Assisting with the execution of holiday and other staff events
- Assisting with planning and execution of Client Appreciation Events

**Education and/or Experience:**

- High School Graduate
- Associates Degree in business-related field preferred
- A minimum of two (2) years of administrative or other related experience required
- Experience in the healthcare field (i.e., speech, OT, or other therapies)



**Minimum Qualifications:**

- Proficient in all Microsoft Office programs
- Knowledge of Google Drive file organization platform
- Strong organizational skills
- Experience with EMR systems
- Understanding of basic medical terminology
- Ability to navigate through multiple technical platforms
- Adaptable to a changing environment
- Independently handle multiple priorities
- Strong writing and analytical skills

**Position Requirements:**

- Team-player with a positive attitude
- Previous experience in medical billing and general office procedures
- Type minimum of 35 wpm
- Excellent Excel skills
- Exceptional verbal and written skills
- Physically able to perform duties including; frequent lifting up to 25 pounds, bending, reaching above shoulder level, pulling, typing, prolonged standing, or sitting.
- Must be able to be around and utilize CDC approved sanitizing and disinfecting products on a day-to-day basis.

**Required Certifications and Training:**

- Arizona IVP Fingerprint Card (required/obtained upon hire)
- CPR Certification (required/obtained upon hire)
- Article 9 Training (required/obtained upon hire)
- AZ Notary preferred, not required

**Employee Benefits:**

- Positive work environment
- Medical benefits (full time)
- Paid sick time
- 401K & safe harbor match (restrictions apply)
- Team builders & Quarterly staff parties
- Collaboration and support from an outstanding team

**Part-Time / Up to 30 hours per week / M-F 8 a.m.-2 p.m. (Schedule may vary based on tasks)**

**Hourly rate is commensurate with experience.**