



Job Title: Administrative Support

Weekly Hours: Part Time, 25-30 hrs/wk

Supervised by: Coordinator, Client Care Services

Posting: External

Position Overview: Responsible for ensuring the success of the client experience by completing administrative projects that are vital to the function of the Assessment division as well as Vive as an entity. Completes simultaneous processes that require exceptional attention to detail and time management skills. Communicates well with the Assessment team to maintain and execute processes smoothly and efficiently. Collaborates with team members to take responsibility for optimizing the in-office client experience. Ensures that supplies are organized, cost-effective, and ready when needed. Manages and completes other various tasks as needed to ensure the overall success and function of Vive.

Responsibilities:

1. Ensures clients' overall experience is smooth and the assessment process is efficient by completing high-accuracy data entry, ordering measures, creating tables, and assisting with feedback preparations. Also helps Psychometrists as needed with projects, assessment timelines, and assembling parent materials.	60%
2. Manages inventory and ordering for office supplies and assessment supplies. Establishes good rapport with local supplier and works in tandem with Coordinator, Client Care Services to be sure that the office is maximizing their contract rates.	20%
3. Contributes to the overall success of the company by assisting with projects as needed.	10%
4. Attending team meetings and trainings throughout the year, including quarterly team development.	10%

Required Education & Certifications:

- Minimum education requirement: High School Diploma or GED.
- Customer service experience preferred.
- Comfortable with computer skills and typing.
- Excellent time management skills and ability to multi-task and prioritize work.
- Strong attention to detail and problem-solving skills.
- Team player with excellent written and verbal communication skills.
- Willing to be on your feet for 50% of your working hours

Work environment and Physical Demands: Requires sitting, standing, and walking associated with a normal physician office environment. Person may be exposed to fumes, airborne particles, infectious diseases, blood/bodily fluids, and disease-bearing specimens.