



Administrative Assistant

Looking to make a smart career move that gives you the freedom to use your abilities, the support of a team, and the security of an established company? Look at Portage Path Behavioral Health.

Located in downtown Akron Ohio, our Non-profit behavioral healthcare center is currently seeking a full-time Administrative Assistant. Responsibilities include daily secretarial and organizational tasks, schedules meetings and interviews as requested.

The successful candidate will have strong communication skills as they will be interfacing with all levels of Portage Path staff, community partners, clients and their families, and other related entities. The ideal candidate will be significantly involved in the development and maintenance of a system to track grant deliverables and timelines. Candidates will have the ability to problem solve and manage multiple tasks. The Administrative Assistant will report to the Vice-President of Outpatient Clinical Services and requires a high level of professionalism, organization, and confidentiality.

Candidates must have a minimum of a High School diploma and 2 years of related experience. Position requires high level of computer and technical skills in Microsoft Word & Excel, Outlook, and Internet Explorer. Knowledge of Electronic Health Records is preferred. The ideal candidate will possess a high degree of professionalism, as well as strong verbal and written communication abilities are required.

Portage Path Behavioral Health offers a vibrant environment with excellent salary, benefits. For confidential consideration, please E-Mail, fax or send resume (no phone calls please) or apply to:

Portage Path Behavioral Health
Attn: Human Resources
340 S. Broadway Street
Akron, OH 44308
Fax: (330) 253-5248
Jobs@portagepath.org
An Equal Opportunity Employer