



Administrative Assistant

Portage Path Behavioral Health is seeking an experienced, detail oriented Administrative Assistant for a full time position to help support our Executive Team. Portage Path is a well-established mental health provider, with 50 years of experience providing best-in-class mental health services to the greater Summit County community and is committed to fostering the growth and wellness of all who seek and provide services.

Administrative Assistant Responsibilities:

- The ideal candidate will possess a high degree of professionalism, and will possess strong verbal and written communication skills as they will be interfacing with all levels of Portage Path staff, community partners, and clients.
- Involvement in the development and maintenance of a system to track grant deliverables and timelines.
- Communicate on behalf of executives, schedule meetings, calendar management, following up with paperwork for teams and enter information into multiple systems.
- Utilize Electronic Health Records (EHR), produce meeting minutes, and provide critical support to the VP of Outpatient Clinical Services, and the Director of Development.

Administrative Assistant Requirements:

- Candidates must have a minimum of a High School diploma and 2 years of related experience. This position requires computer and technical proficiency in Microsoft Word & Excel, and Outlook.
- Knowledge of Electronic Health Records is preferred.

Administrative Assistant Benefits:

- Major Medical
- Dental
- Vision
- Short Term Disability & Long Term Disability
- Life Ins.
- Flexible Spending Account
- Employee Assistance Program
- Flexible Schedule
- An impressive array of Voluntary Insurance products
- 403(b)

Portage Path Behavioral Health offers a vibrant environment with excellent salary, and 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
An Equal Opportunity Employer
Job Type: Full-time