

Bee Busy Wellness Center – Job descriptions

Job Title: Intake Specialist

Reports To: Front Office Manager

Status: Non-Exempt; Full-time, Hourly + benefits

Position Summary: Responsible for general clerical, receptionist and project-based work. Projects a professional company image through in-person and phone interaction and provides clerical support to the team. Provides data entry and intake of patients in the medical facility.

Qualifications: Minimum of a high school diploma. Must have CPU and Mac computer skills. One year of data entry experience required. Must type a minimum of 45 accurate words per minute. Formal computer training an advantage, proficient in relevant computer applications such as MS Office, accurate keyboard skills and proven ability to enter data at the required speed, knowledge of correct spelling, grammar and punctuation, knowledge of clerical and administrative procedures. Must possess excellent written and oral communication skills and must have organizational, project management, and problem-solving skills. Must be able to work independently. Ability to maintain confidentiality and carry out multiple tasks and meet deadlines. Must be detail oriented and able to follow instructions furnished in verbal or written format. May work some evenings and weekends, bi-lingual Spanish/English a plus.

Significant Duties and Functions

- Welcome visitors and guests and direct appropriately
- Receive, direct and relay telephone messages and fax messages
- Sign for and distribute UPS/Fed Ex/Airborne packages and open, sort, and distribute incoming mail
- Open and date stamp all general correspondence
- Record and handle all incoming and outgoing couriers
- Arrange maintenance visits
- Assist in the planning and preparation of staff meetings, conferences and conference^{[[1]]} telephone calls and make preparations for Board meetings
- Maintain an adequate inventory of office supplies
- Monitor the distribution and use of supplies and equipment
- Coordinate the repair and maintenance of office equipment
- Responsible for overseeing the daily cleaning and general maintenance of the office
- Assist the CEO and other staff as requested
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Actively participate in team and staff meetings
- Attend in-service trainings and serves as a member on various committees as needed
- Coordinate and attend staff meetings and maintain minutes of meetings
- Assumes responsibility for professional development and job-related competency
- Other duties as assigned

Employee Signature: _____

Date: _____