

**Next Step Therapy, Inc. is seeking an Administrative Assistant**

Job Type - Part Time (Potentially Full Time)

Location – Seneca, PA

Educational Level – High School diploma or above

**Job Description:**

Qualified candidate will work in our Seneca office. You will be responsible for answering phones, scheduling therapy session, data entry, billing insurance companies and contracted organizations, filing, and other clerical duties. You must have a friendly personality and good communication skills to deal with clients and insurance companies. You must be coachable and willing to learn new tasks. Knowledge of QuickBooks and Microsoft Office is preferred.

**Benefits:**

- Starting wage range \$13-\$15/hr
- Retirement plan
- Potential to become full time with full benefits package

If this sounds like a good fit for you please apply to [info@nextsteptherapy.net](mailto:info@nextsteptherapy.net)