

ADMINISTRATIVE ASSISTANT

Would you like to start your career in the Mental Health and Addictions field?

Then you've come to the right place!

Apply to be an Administrative Assistant today!

"The thing I love the most about my job as an administrative assistant is creating meaningful connections with our patients, supporting them through their recovery, and then celebrating alongside them as they complete their treatment with us. I can feel the pride that they feel as they complete our program, and that makes this job extremely rewarding!"

–Sarah Kaiser, CCS at East Amherst

Why do I want to work for Horizon?

- Award winning culture
- Career growth and continual education training opportunities
- Generous paid time off (PTO)
- Summer hours
- 401k Match and Profit Sharing programs and more!

What will my day look like?

- Welcome all patients with exemplary customer service
- Manage, triage, and support administrative responsibilities, via phone and email
- Oversee all scheduled appointments and prepare the chart and record requests for clinicians and providers
- Problem solve and creatively improve administrative operations to support the overall functioning of the clinic

What has prepared me for this opportunity?

- Experience working in fast-paced environment
- Ability to take initiative and challenge the status quo
- Capacity to accept working in a dynamic environment that changes with community needs
- High school diploma with 5 years of experience or an advanced degree

Let us show you what it's like to work for a best company!



Horizon
CORPORATIONS

Together for Recovery.
Changing Lives. Saving Lives.

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