



## **POSITION AVAILABLE ADMINISTRATIVE ASSISTANT**

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Life Evolutions is searching for an energetic and motivated individual to join our team in Decatur, Georgia as a Part-time Administrative Assistant.

Salary Details: Salary is based on education and experience. This is a part-time position with limited benefits. Health insurance is not offered.

Minimum Requirements & Experience:

- Completion of a high school diploma
- Minimum of at least one year experience working in a medical, childcare or behavioral health setting
- Must have a strong grasp of technology and internet use
- Must have excellent interpersonal skills when speaking with clients and referral sources
- Must possess a professional phone voice
- Must possess strong organizational skills
- Proficiency in Microsoft Office Suite including Outlook
- Must be able to handle multiple tasks with attention to detail
- Must be dependable and reliable
- Must be able to pass a background and criminal record investigations
- Must be able to pass a clerical, grammar, and computer skill assessment

Responsibilities:

- Ability to work independently with minimal supervision
- Provides support to the executive director on various project and presentations
- Answer phones and retrieve voice mail messages
- Schedule clients and director appointments
- Preparing invoices
- Data entry
- Typing various documents including newsletter and correspondences
- Filing and organizing clients charts
- Copying and faxing
- Required to maintain the highest level of confidentiality

Applications may be obtained from our website: [www.lifeevolutionsbhc.com](http://www.lifeevolutionsbhc.com)  
Inquires will remain confidential.

For consideration, please email or mail your resume to:

[HR@lifeevolutionsbhc.com](mailto:HR@lifeevolutionsbhc.com)

Life Evolutions Behavioral Healthcare, LLC  
Human Resource Director  
PO BOX 83339  
Conyers, GA 30013

Please No Phone Calls