



Job Title: Administrative Assistant

Company Overview:

Devoted to Home is a leading provider of Home Health Care Service in the Sheridan Community. We are committed to delivering exceptional care and support to our clients, and we are seeking a dedicated Administrative Assistant to join our team. This role is crucial in ensuring smooth office operations and maintaining excellent communication between our caregivers, our clients and our administrative team.

Position Overview:

As an Administrative Assistant, you will play a key role in managing office communication, scheduling appointments, providing administrative support, and assisting with various projects. The ideal candidate will possess excellent communication skills, attention to detail, and the ability to thrive in a fast-paced environment.

Responsibilities:

- Manage phone calls, emails, and all office communication promptly and professionally.
- Schedule appointments and manage client services and employee schedules efficiently.
- Provide administrative and clerical support, including data entry, filing, and document preparation.
- Assist with onboarding new employees, including orientation and training.
- Support sales and marketing efforts through various channels, including social media and print media.
- Participate in On-call duties as required.
- Maintain office supply inventory and ensure office cleanliness.
- Perform additional duties as assigned by management.

Qualifications:

- Strong organizational skills with the ability to prioritize tasks effectively.
- Excellent interpersonal and communication skills, both verbal and written.
- Proficiency with technology, including Microsoft Office and Google Suites.
- Familiarity with medical terminology and office procedures is a plus.
- Attention to detail and accuracy.
- Customer-focused mindset and ability to handle diverse client needs.
- Flexibility and adaptability to changing priorities and deadlines.

Benefits:

- Competitive salary.
- Company Bonus Programs.
- Positive and collaborative work environment.

How to Apply:

If you are organized, detail-oriented, and passionate about providing excellent service, we encourage you to apply. Please submit your resume and a cover letter detailing your relevant experience to **Shelley Born at shelley@devotedtohome.com**, or complete an application on our website at **www.devotedtohome.com**.

Join us and become part of a dynamic team dedicated to making a difference in the lives of our clients every day. We look forward to hearing from you!

Devoted to Home is located at 532 Val Vista St, Ste 104 Sheridan WY 82802
Ph: 307-461-9055 Website: www.devotedtohome.com