

**Administrative Assistant - For private vocational rehabilitation, life care planning, and case management company.
(Lakewood, Colorado, 80214)**

Full time position, Monday through Friday, 8:00 a.m. to 5:00 p.m. in a small office in Lakewood, Colorado.

ReEntry Rehabilitation Services, Inc. is looking for a hardworking, responsible, positive person to join our office as an administrative assistant. Individuals applying for this position need to be dependable, professional, reliable, able to multi-task, and precise and detail oriented in a fast paced, professional office.

The position requires the following main job tasks:

- *Handling file organization and management including opening and closing files, filing paperwork, and copying and scanning files in compliance with HIPPA requirements.
- *Do emailing and mail management including processing and distributing incoming mail, checking email folders, and downloading records from email.
- *Running errands including making bank deposits, going to the post office, and doing other errands as needed. An applying individual must have their own reliable transportation.
- *Answering multi-line phone system, directing calls, and taking messages accurately and efficiently.
- *Maintaining an inventory of office supplies, ordering office supplies, and putting supplies away upon delivery or purchase.
- *Packaging items to ship, scheduling FedEx pick-ups, and maintaining FedEx supplies.
- *Arranging vendors for building maintenance and repairs of office equipment.
- *Ordering staff lunches and purchasing kitchen supplies, food, and beverages.
- *Doing report editing and formatting as needed.
- *Doing other tasks as assigned.
- *Must like or at least be able to tolerate office dogs.
- *Some limited weekend work may be needed on rare occasions.

The salary for this position ranges from \$40,000 to \$42,000 annually, but this may be negotiable depending on education and experience. Benefits are included including health, 401K, life insurance, disability insurance, and accrual of paid time off.

Please submit resumes to Stephanie Birely, ReEntry Rehabilitation Services, Inc. at sbirely@reentry.com. Secondary contact can be made to Stella Spencer at sspencer@reentry.com