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**ADMINISTRATIVE SUPPORT
FULL TIME
PORTAGE COUNTY**

Coleman Professional Services is a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs to foster recovery, build independence, and change destinies for individuals, families, and businesses in our community. We are seeking a customer service oriented person to provide Administrative Support at the front desk Monday-Friday in one of our Portage County, Ohio, locations.

Duties include, but not limited to:

- Answering phones
- Greeting customers
- Notifying staff of client arrival
- Scheduling/confirming appointments
- Operating office equipment such as fax and copy machine
- Performing general office duties as assigned

Qualified candidates will have the ability to multitask, interact with a diverse population, maintain confidentiality and stay calm during crisis situations. Must have a high school diploma or equivalent; one year of related experience in an administrative role; and knowledge of Microsoft Suite such as Word, Excel, Outlook and Teams.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit our website at www.colemanservices.org and select Careers, select the yellow icon to "SEE ALL CAREERS," and then select the blue icon to "Search Open Jobs" or select Career Opportunities along the top.