



Job Title: Administrative Assistant

Location: Maple Ridge Assisted Living Campus Essex Junction, VT 05452

Hours: Full Time

Job Summary:

This position requires that you accept the responsibility for the delivery of receptionist and general clerical duties to other team members. You will assist the Department Heads in the day-to-day office work with primary responsibility for answering multi phone lines, writing correspondence in the computer, copying, faxing, inventory of office supplies, updating the resident apartment and phone number list, collecting rent payments, collecting meal payments, scheduling tours and completing contact sheets, maintaining marketing brochures and updating them on a need basis, aware of daily census, greeting office and family visitors. Understanding and knowing how to direct an emergency call.

Job Description:

- Answer phones, greet residents and visitors
- Faxing, copying and filing
- Inventory and ordering of office supplies
- Update resident apartment and phone number list
- Collect rent payments
- Collect meal payments
- Contact DCR with all inquiries and complete contact sheets
- Maintain marketing brochures and updating them on a need basis
- Aware of daily census and status of residents in hospital or moving out
- Coordinate schedules for resident appointments that need transportation provided by Maple Ridge Memory Care. Adhere to transportation policy.
- Understand how to direct an emergency call
- Take work orders for resident maintenance issues
- Schedule hair appointments for residents
- Maintain resident and guest sign out books
- Create various forms and charts for different departments
- Understanding phone and computer system and act as support as needed
- Assist Marketing with any upcoming Marketing presentations
- Make flyers for upcoming events
- Adhere to and carry out all Company policies and procedures.
- Report on-the-job injuries to a supervisor before the end of the day on the day an injury occurs.
- Establish and maintain constructive working relationships with coworkers, Residents/families, and visitors.
- Promote the community in a positive way.
- Perform other duties as assigned.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

If you are interested in applying or know someone to refer for the position please e-mail resume to Megan Jefferson at mjefferson@mapleridgeessex.com