



Office Administrator (Full Time)

Position Description

The Office Administrator will be able to work in a fast paced office setting with the ability to multitask. Focused in performing a variety of tasks that include but are not limited to filing, answering phone calls, communicating with client case management teams and maintaining records. Excellent customer service externally/internally, being organized, completing projects on time and understanding a sense of urgency is something they pride themselves in. The Office Administrator is dedicated, has a positive energy, a team player, adaptable in different situations, and a quick learner.

Essential Responsibilities

- Answering phone/screen calls in a pleasant and courteous manner directing them to the appropriate department if needed
- Maintain relationships with vendors, scheduling appointments when necessary
- Assist with monthly team meetings and document meeting minutes
- Handle sensitive and/or confidential information
- Service coordination & appointment scheduling clients
- Oversee client database is up to date online and offline
- General administrative support of the global HR function - interview scheduling, interviewing, document management
- Facilitate, create, manage employee training and records
- Coordination of the background check process for new hires
- Ensure all employment paperwork is completed properly and filed according to policy
- Perform special projects as assigned by the Owner or Manager
- Maintain cleanliness of office

Ideal Candidate

- High School diploma, or equivalent, college degree (a plus)
- Minimum of 2 years' experience in an administrative role
- Proficient in Microsoft Word, Excel, Gmail, and google platform
- Knowledge of video conferencing applications (zoom, microsoft teams, google meet)
- High Attention to detail
- Excellent organizational and prioritization skills
- Clear oral and written communication skills
- Medical Terminology: 1 year (Preferred)
- Customer Service: 2 year (Preferred)

Hourly Rate

\$14 - \$16

The Mayo Home for Youth Development (MHYD) is a male only residence, offering at-risk youth a place they can call home. Our Mission is to make a positive impact on the young men entrusted to our care and promote emotional growth and independence by providing the highest quality therapeutic environment. Our hope at MHYD is for our youth to take the skills learned in treatment and utilize them to become a positive entity in the community. MHYD offers employees an opportunity to work in a casual environment, health, dental, vision insurance, 401-K, referral bonuses, PTO, and free meals. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, national origin, disabilities, or veteran status.

Please send resumes to: mayohome@mhyd.org