

**The P.E.E.R. Center**  
750 East Broad Street  
Columbus, Ohio 43205

PHONE: (614) 453-4830  
4845

FAX: (614) 453-

**POSITION VACANCY NOTICE**

<b>POSITION TITLE:</b>	Administrative Assistant / Billing Support	<b>POSTING DATE:</b>	March 2017
<b>WORK SITE:</b>	750 East Broad Street Columbus OH 43205	<b>WORK HOURS:</b>	Full Time or Part Time As scheduled

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**DESCRIPTION OF DUTIES:**

Responsible for performing a variety of administrative and office support activities for The PEER Center's Executive Director and Leadership Team. Duties may include fielding telephone calls, receiving and directing visitors, creating word documents, spreadsheets and presentations, and filing while delivering excellent customer service. Performs data entry utilizing agency database; Assists in the evaluation of Center activities by running queries reports in database systems. Performs claiming data entry into any system designated by funders. Assists with ensuring the smooth and safe operation of The PEER Center and satellite offices.

**POSITION REQUIREMENTS**

Two years of secretarial and general clerical experience. High School graduate or equivalent. Some college preferred. Accounting and Payroll experience a plus. Relevant experience can replace educational requirements. Knowledge of office practices, procedures and equipment; knowledge of the methods and techniques used in record keeping system, appropriate computer skills required to run programs efficiently. Resident of Franklin County. An individual with lived experience demonstrated by the ability to articulate personal tools and journey of recovery. This may include a significant period of living in recovery without hospitalization and /or a significant period of being clean and sober. Free of jail time for five years.


Ability to maintain confidentiality and must be trustworthy and responsible. Knowledge and competency with computers including use of Microsoft Office, internet search engines and willingness to learn other software as needed for program management, data tracking and billing purposes. Must have good oral and written communication skills and ability to maintain files and other paperwork. Must have a valid Ohio Driver's License and good driving record.


**BENEFIT PACKAGE:**

Full agency benefit package at full time level

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**To apply please submit an application and/or resume to  
750 East Broad Street, Columbus, OH 43205**

  
Agency Representative

  
Date