



## **ADMINISTRATIVE SUPPORT**

### **FULL TIME**

### **STARK COUNTY**

Coleman Health 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 Monday-Friday in our downtown Canton, Ohio, location.

Duties include, but not limited to:

- Answering/triaging incoming phone calls
- Scheduling/confirming appointments
- Checking clients in
- Collecting payment/verifying information
- Registering new clients
- 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](mailto:careers@colemanservices.org) with the subject line "Accommodation Request."

**If interested in applying for this position, visit our website at [www.colemanservices.org](http://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.**