

**Northeastern Center, Inc.**  
**POSITION OPENING**

**Position Title:** Lead Administrative Assistant

**Position Type:** Administrative

**Position Location:** Outpatient Facility - Noble County (Kendallville)

**Shift:** 1st Shift

**Full or Part Time Status:** Full Time

**Position Duties:** The Lead Administrative Assistant provides oversight, training and supervision of Administrative Assistants in a specified office. The Lead AA establishes standards of performance and monitors actual performance against expectations. The Lead AA maintains a cooperative effort with Area Director to achieve Center goals.

**Experience Expectations:** One to two years experience in outpatient office setting and one to two years supervisory experience.

**Education Expectations:** Education: High School Graduate

**Date Position Opened:** 05/04/2022