

Northeastern Center, Inc.
POSITION OPENING

Position Title: Lead Administrative Assistant

Position Type: Administrative

Position Location: Outpatient Facility - DeKalb County

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: 08/04/2022