



### **Nutrition Clinic Part-Time Administrative Assistant – Job Description**

Seeking a part-time (~16-20 hours/week) administrative assistant for a nutrition/mental health clinic in the University District. Please join our great team with your excellent administrative skills and tech savvy background. You will assist the clinic coordinator with administrative tasks.

The position includes the following:

- Process client paperwork, which includes sending requests to doctors, and coordinating with our medical biller to obtain all items needed to bill insurance
- Upload client paperwork to our medical charting platform
- Create, print, collate and mail physician introduction letters and referral thank you letters
- Help clinic coordinator with practitioner requests
- Schedule clients for 8 mostly part-time nutritionists/licensed mental health counselors (in-person, and by phone or email)
- Answer phone and responding to email inquiries made by current and potential new clients
- Invoice for visits and supplements purchases, and receiving payments from clients (in person or sometimes by phone)
- Receive clients with a warm welcome (you are the face of our clinic!) and customer service oriented, helpful attitude. Currently most appointments are telehealth, so this task is limited currently.
- Other work as needed

Candidate requirements:

- Must have a professional, but warm (smiles) demeanor both in person and on phone and email
- College-educated or pursuing degree
- Work-Study eligible preferred but not necessary - (Please verify with your school's financial aid office that you have Washington work study (not Federal) first. When applying, please note how much you're eligible for per quarter)
- Must be reliable, very organized, detail oriented, and a quick learner
- References requested
- This position is in-office for training and 2-3 days/week on-going. There may be some remote work. Outside of training, the position has its own office. We are flexible in working with you to find a fixed schedule that works.

Check us out online - Starkel Nutrition! If you feel you'd be a good candidate to join our team, please send a resume and letter explaining your interest in this position to: [hire@starkelnutrition.com](mailto:hire@starkelnutrition.com)

Thanks and looking forward to hearing from you!