

Senior Benefit Advantage, LLC- a Medicare Health Insurance Agency

Job Title:

Staff Assistant

Job Description:

We are seeking a Staff Assistant to join our team. This is an ideal role for someone who works well in an evolving environment, enjoys learning new things, and is passionate about helping their community. In this position, you will be responsible for performing clerical tasks and ensuring smooth office operations while creating a friendly atmosphere for our clients.

Applicants will thrive and have the opportunity for professional growth if they have passion for continuous learning, adaptability, and the ability to work well as part of a team and contribute to a positive work culture.

Role Type: Entry Level

Reports to: Administrative Assistant

Key Responsibilities:

- **Clerical Tasks:** Perform general office duties including filing, electronic account maintenance, data entry, and assisting office staff as needed
- **Office Organization:** Maintain an organized filing system for client files and other office documents. Assist the Administrative Assistant in ensuring office supplies are stocked and maintained.
- **Mail Maintenance:** Help with birthday cards, client letters, and collecting and sorting incoming mail
- **Scheduling:** Assist in the coordination of the team calendar and scheduling appointments for clients
- **Phone Correspondence:** Answer and direct phone calls with professionalism and courtesy. Emphasis on scheduling appointments and transferring calls.

Qualifications:

- Proficiency in Microsoft Office products, particularly Outlook and Excel
- Phone etiquette and efficiency
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively
- A positive attitude with a desire to help others and make a difference.

- Excellent communication skills, both verbal and written, with the ability to listen actively and engage with others effectively.
- Valid driver's license

Ideal Candidates will have prior experience in one or more of the following:

- Dental/hospital office (billing, receptionist, etc.)
- Home health aide
- Office/administrative assistant
- Other customer service roles

Education:

High school diploma/associate's degree

HIPAA certification preferred- certification offered upon hiring

Medicare information and courses offered upon hiring

Pay:

\$15.00- \$17.00 per hour

Hours:

35-hour workweeks, with additional hours available starting in October 2025

Benefits potentially available

Apply: Please bring resumes or applications to our office on 603 S 2nd St Coshocton, OH 43812, or email them to adminjen@seniorbenefitadvantage.com

Applications can be found on our website at www.seniorbenefitadvantage.com under the 'About Us' tab