

Office Manager/ Executive Assistant

Oversees and maintains the daily operations of Integrative Music Therapy and Support Services, LLC (IMTSS) and Optimal ACCESS, Inc (OA).

KEY RESPONSIBILITIES

- **Administrative Tasks:**
 - Managing schedules, coordinating meetings and appointments, handling correspondence, maintaining records.
- **Office Operations:**
 - Ordering supplies, managing office equipment, organization addressing maintenance issues.
- **Staff Management:**
 - Assisting with onboarding and training new employees, managing schedules, addressing employee queries.
- **Communication and Coordination:**
 - Serving as a point of contact for clients, visitors, and vendors, coordinating needs between IMTSS and OA.
- **Financial Management:**
 - Processing invoices and payments with the accountant and medical biller, making bank deposits, tracking expenses.

ESSENTIAL SKILLS

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Problem-solving and decision-making abilities
- Proficiency in Microsoft Office Suite and other relevant software
- Attention to detail and ability to maintain accuracy.
- Ability to think outside the box and be open to new ideas/knowledge

QUALIFICATIONS

- Bachelor's degree or equivalent
- 2+ years experience in administrative assistance/office management
- Completed application and background check
- Strong desire to help nonspeaking individuals thrive
- Experience with autistic individuals a plus but not required

For more information or to submit your resume, contact:

admin@optimalaccess.org

