

At Dynamic Health and Pain Management, we offer healthcare options to the community in a way that heals the patient and gives them hope and control for a healthier, better life. For our staff, we offer a professional, organized, and supportive team environment with open communication which encourages both personally and professional growth.

Our services include: Medical Rehabilitation - natural pain injections, physiotherapy, and spinal and joint rehabilitation and Wellness - diabetes, weight loss.

Position Summary:

Full time **Executive Assistant** opportunity at Dynamic Health and Pain Management reporting to the CEO and CFO. We are located in the Southpark area of Charlotte. The hours of the clinic are 9:15 am - 7:15 pm Monday - Thursday with 1 hour for lunch, 9:15 am - 2:15 pm Friday.

About this Opportunity:

The primary function of this position involves:

- Administration support for the Executive and Planning Division
 - Completion of Daily and Monthly Reports
 - Special Projects
 - Compliance Programs
- Support for HR Division
 - Assist with recruiting/hiring, on-boarding/training, reviews, benefits and payroll
- Support for Marketing Division
 - Assist with internal and external marketing programs (patient appreciation days, health screenings, etc.) to bring in New Patients
- Support for Business Office
 - Assist with records request process
 - Prepare daily mail packages and conduct bank deposits
 - Assist with provider credentialing
- Support Services Division
 - Interact with vendors to complete office maintenance tasks and supply ordering
 - Front Desk backup and support

We provide training on all processes and scripts. Bi-lingual is a plus.

Benefits:

Join a dynamic, close-knit, and dedicated team! We offer some of the best benefits in the industry, on-the-job training, and continual learning in a team environment. Benefits include:

- Competitive Salary
- Medical, Dental and Vision
- 401(k) with Company Matching
- Paid Holidays
- Paid Time Off
- Advancement opportunities

Why Dynamic Health and Pain Management?

Dynamic Health and Pain Management is a state-of-the-art health care facility that has been helping patients in the Charlotte community for over 20 years. Patients choose our office because of our ability to pinpoint the cause of a health problem and create a treatment plan using the latest technology and protocols which successfully manage many of the most difficult problems.

Our Team Core Values include:

1. Helping others. We provide outstanding patient care with the purpose of educating and motivating our patients to achieve health and wellness.
2. Honesty, trust, integrity, reliability and respecting others.
3. Creating an environment that treats every patient and employee like family.
4. Excellent work ethic and persevere towards achieving our goals.
5. Being professional, organized and efficient.
6. Innovation through collaboration of the team members.
7. The continuous pursuit of faith, personal growth and knowledge.
8. Positivity, fun, love, help encouragement, passion, determination, appreciation of others and motivation.
9. We are health conscious and practice a healthy lifestyle in our own lives.

Requirements:

- 2+ years experience working as an Executive Assistant
- 2+ years experience in marketing for a health related business is a plus
- Excellent phone skills and the ability to use scripts
- Ability to multi-task in a fast pace setting
- Core values that fit with our Team Core Values
- Excellent interpersonal skills and a team player
- Ability to meet deadlines and work well under pressure
- Excellent computer skills - MSOffice software
- Detail oriented
- Outstanding organization skills and problem solving abilities
- Clean background and credit check

Link to submit jobs to....

<http://www.ondemandassessment.com/verify/apply/mqeBDeD/CDwwbnPh>

Salary range: \$14 – \$19/hour