Join our team: Receptionist / Administrative Assistant

The Des Moines Pastoral Counseling Center is seeking a receptionist / administrative assistant to join our team. The ideal candidate is reliable, well organized, able to multi-task and pay close attention to detail in a fast-paced position. Responsibilities include handling front office reception andadministrative duties including, but not limited to, greeting guests, checking clients in andout, answering telephones, scheduling appointments, data entry and sorting mail.

Experience and educational requirements: The ideal candidate will have a high school education, two or more years of office experience, advanced telephone and computer skills including email, internet and MS Office. Preference given to applicants with scheduling and front desk experience, such as in a medical office. Knowledge of insurance company practices such as deductible, co-ins, authorizations is a plus.

Benefits: Competitive hourly wage, individual health insurance, and paid holiday, vacation, and sick leave. Collegial working environment. Training provided.

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Des Moines Pastoral Counseling Center is a nonprofit, nonsectarian organization offering a broad range of mental health services, serving 2,450 individuals annually including 700 children. Although best known for its 49 years of quality, professional mental health therapy, the Center provides multi-faceted services, programs and classes:

- Counseling, including specialized services for children and adolescents
- Psychological testing and assessment
- Psychiatric consultation and care
- Training for clinical professionals
- Leadership and spiritual life programming
- Conflict transformation and strategic planning services for congregations, nonprofits and businesses

Please send a letter of interest and resume to:

Penny Heiss, Office Manager, Des Moines Pastoral Counseling Center, 8553 Urbandale Ave., Urbandale, IA 50322, or email pheiss@dmpcc.org

For more information about the Center, visit our website www.dmpcc.org.