

AGAPE is a biblically-based organization and its services are designed to promote healthy families, children, and adults consistent with AGAPE's Statement of Faith. AGAPE is hiring an Administrative Specialist in our main office. We are seeking a dynamic administrative professional with a passion for serving others who will inspire excellence in internal and external client service. The ideal candidate will be a positive, team-oriented, self-starter with 2 years of administrative experience in a counseling environment, other administrative experience considered.

**Position Title: Administrative Specialist**

**Reports to: Office Manager**

**Shift: Working in our main office in South Nashville - Full-time (40) hours per week (working one evening per week as needed)**

**Purpose:** A key role working as part of the administrative team and supporting AGAPE’s business activities. This role is primarily focused on Clinical Services and includes performing a variety of administrative tasks. Potential for the right candidate to grow into leadership from this role.

**Duties and Responsibilities:**

**Billing:** Cross-training in this area to be proficient in the basics of maintaining client accounts, data entry, allocating payments, client support, troubleshooting, etc.

**General/Office Management:** Answer phones, client service and support, administrative team support, basic IT and office equipment knowledge to help troubleshoot issues when necessary. Attends trainings, agency meetings, and events as necessary.

**Other:** Assists Director of Business Operations with administrative tasks and special projects when needed.

**Qualifications:**

Must be a competent professional with excellent communication and organizational skills; must be able to perform administrative duties with accuracy; must maintain confidentiality and integrity and comply with HIPAA guidelines at all times.

**Qualifications include:**

* BS/BA in Business Administration or relative field or equivalent training and work experience
* Knowledge of Counseling Psychology a plus
* Team player who strong interpersonal skills
* Analytical with problem-solving ability
* Demonstrates a passion for service, both external and internal
* Proficient in MS Office
* A deep commitment to the mission of AGAPE
* Successful candidates will be an active member of a local church and be willing to sign a statement of faith.

Benefits include salary, paid holidays, vacation, sick leave, health insurance, and retirement plan

**Please forward resume with cover letter to Traci Landon, Director of Business Operations @ tklandon@agapenashville.org**