Bayada Home Health Care

Title: Divisional Associate – Central Support Services

Location: Parsippany, NJ

Job Type: Full Time (Entry Level)

Start Date: ASAP

Job Description:

If you are a strong administrative professional who enjoys varied responsibilities, exposure to all levels in the business and managing projects, this is the job for you!

We are BAYADA Home Health Care, and we are looking for someone with superb customer service and administrative skills to join our Parsippany office. Reporting to the Division Director, the Associate will provide overall administrative support to the entire Poppy Division which is made up of multiple departments including Credentialing, Contract Management, Insurance Verification, and New Jersey Personal Care Support.

The ideal candidate will be polished, possess excellent verbal and written communication skills, be technically savvy, and have prior experience producing reports for upper management.

Primary Responsibilities:

• Managing projects
• Running reports
• Conducting research
• Planning office events
• Facility management related tasks
• Assisting with employee recognition initiatives
• Answering phones
• Attending meetings

The ideal candidate will be comfortable communicating with all levels within the organization, including when the Division Director is in meetings or traveling. Superb interpersonal skills and polish are a must.

Qualifications:

• Bachelor's Degree required
• Proficient in Microsoft Office Suite (Word, Power Point, Excel)
• Top-notch interpersonal skills
• Prior experience supporting high level management
• Demonstrated flexibility and an "all hands on deck" attitude
• Ability to perform occasional travel within New Jersey

This is a full time position. Benefits included: medical, dental, vision, paid time off, tuition reimbursement, 401K w/company match. EOE.

Application Instructions:

Please submit your application to Jeffrey Doerr, Candidate Sourcer via email: jdoerr@bayada.com