



## COASTAL HORIZONS CENTER, INC. POSITION ANNOUNCEMENT

**DATE OF NOTICE:** June 28, 2021

**Position Title:** **Office Assistant- Community Based Family Services  
Full Time.**

Coastal Horizons Center, Inc. has an opportunity for an Office Assistant to become part of our Community Based Family Services Program. This role will assist managers and perform a variety of administrative duties.

Key Duties:

- Assisting the Treatment Operations Director, IIH/IFPS/Child First Directors, Medical/Quality Assurance Director, and CBFS staff in daily procedures.
- Maintaining accounts payable, accounts receivable, and third party billing systems.
- Knowledge of all OTS programs.
- Supervises and directs work of clerical staff within component.
- Subject to the OSHA rules and regulations on blood borne pathogens due to the possible exposure of various body fluids.
- Responsible for purchases, invoices, reports to Finance
- Coordination of training, maintaining CBFS staff training files

**Qualification/ Skills:**

**Education:** High School Graduate, with related business course work, and two (2) years of secretarial or clerical experience;

**OR**

Equivalent combination of education and experience

**Salary:** Commensurate with education and experience. Benefits available include health/medical, dental, life insurance, paid time off programs, 401K retirement saving plan. For more information, please visit our website at [ww.coastalhorizons.org](http://ww.coastalhorizons.org)

**PLEASE SEND RESUME AND COVER LETTER TO: (NO PHONE CALLS PLEASE)**

**COSTAL HORIZONS CENTER, INC.**

**615 SHIPYARD BLVD.,**

**WILMINGTON, NC 28412**

**Email: [jobs@coastalhorizons.org](mailto:jobs@coastalhorizons.org)**

**Fax: 910-790-0189**