



**COASTAL HORIZONS CENTER, INC.  
JOB ANNOUNCEMENT**

**Date of Notice: September 9, 2021**

**Job Title: Administrative Assistant – Opioid Treatment Program**  
**Hours: Early Morning and Saturdays Required**

Coastal Horizons Center, Inc. is seeking an Administrative Assistant professional for our fast-paced office setting in our Rocky Point, NC. location to perform the following primary duties:

- Performs a variety of secretarial and administrative support duties.
- Knowledge of Substance Use Treatment Services
- Assisting the staff of OTP in daily procedures.
- Subject to the OSHA rules and regulations on blood borne pathogens due to the possible exposure of various body fluids.
- General knowledge of the program and related functions as needed.
- Conducts reminder calls to clients concerning MD's appointment for the following date.
- Schedule appointments for clients with therapist and provider.

**REQUIRED EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS:**

High School Graduate, with related business course work, and two (2) years of administrative support work experience;

**OR**

Equivalent combination of education and experience

Experience in third part medical billing preferred, along with ability to work a flexible schedule

**Salary:** Commensurate with experience, medical/dental insurance, life insurance, disability insurance, retirement savings plan/401K, paid time off programs.

All full and part-time employees, volunteers, interns and contracted staff of Coastal Horizons must adhere to our COVID-19 vaccine policy and are REQUIRED to show proof of vaccination at time of hire.

**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**