

Administrative Specialist

InSight Telepsychiatry

Position Summary

InSight Telepsychiatry is seeking an Administrative Specialist assistant to work with the executive leadership team in Marlton, NJ and connect regularly to a national team of colleagues. This position is largely responsible for providing administrative support to our executive leadership team in all facets of a daily business routine, while maintaining awareness of sensitive matters, team nuances and ever-changing priorities. A qualified candidate must be highly organized, competent in key administrative skills, well-spoken, comfortable in a fast-paced environment and experienced in supporting various principals.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to transform access to quality behavioral health care through innovative applications of technology. InSight has two decades of experience with telepsychiatry, and serves hundreds of organizations across the country with its on-demand, scheduled, connected services and Inpathy divisions. InSight is uniquely positioned to offer scalable telepsychiatry services in settings across the continuum of care. InSight has a diverse provider team, a robust internal infrastructure and a history of adapting its programs to fit the needs of a variety of different settings and populations. www.InSightTelepsychiatry.com

Job Responsibilities

- Serve as the primary source for administrative support and management for 3 key executive teams
- Manage incoming email and phone communication, and keep track of all information and any required action and due dates
- Maintain a calendar of appointments using strong time management skills and judgment
- Manage calendars for conference rooms and other shared resources
- Use online databases for information capture, analysis and reports
- Create and maintain a timely system for reviewing, executing and maintaining contracts for key partners, employees and vendors
- Attend meetings and highlight important notes and compile action items
- Verify, create and submit expense reports as needed
- Support periodic off-site meetings, retreats and leadership summits
- Support other departments and individuals
- Perform general office duties such as ordering supplies, meals or events as needed
- Support Management of multiple facilities
- All other duties as assigned

Job Requirements

- High School Graduate or Bachelor Degree preferred
- Minimum of five (2) years of experience supporting senior level executives
- High level Microsoft Outlook, Word, Excel and PowerPoint skills
- Must be comfortable and able to multi-task in a fast paced, ever-changing environment
- Self-starter who is extremely organized and detail-oriented with strong commitment to accuracy
- Excellent interpersonal skills, both written and oral
- Ability to take the lead and work independently in a proactive manner
- Comfortable working with a remote team

Ideal Candidate

- Ability to maintain the highest level of confidentiality and display sound judgement
- Ability to work both independently and as a team player
- Consensus building skills and experience, with ability to work well up and down the organization
- Strong communication skills and Problem solving skills
- Salesforce.com experience strongly preferred

Logistics

- Position based in Marlton, NJ
- Full-time

To apply, please send your resume and a customized cover letter to jnapoli@in-sight.net

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

EOE M/V/F/D