

Talent Support Specialist

InSight Telepsychiatry – Talent

Position Summary

We are seeking a dedicated, organized talent support specialist to join our growing organization and perform a wide variety of administrative tasks in support of the Talent department. In this position, you will quickly and accurately transfer data from a variety of sources, including written and recorded reports. You must be able to correct existing data, update and develop new and existing databases, and be comfortable working independently with large amounts of numerical and written data.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to increase access to quality behavioral health care through telehealth. InSight's behavioral health providers bring care into any setting on an on-demand or scheduled basis. With two decades of telepsychiatry experience and an active footprint in telepsychiatry-related advocacy, InSight is recognized as an industry thought-leader. InSight is the telemedicine arm of the CFG Health Network, a behavioral health organization that delivers onsite services across the spectrum of care. These roots in onsite care influence InSight's approach to appropriate, quality services delivered through telehealth. www.InSightTelepsychiatry.com

Job Responsibilities

- Completing open applications
- Updating provider Salesforce profiles
- Monitoring and updating provider shift attendance
- Research proactive licensing opportunities for providers and analyze requirements for profile management
- Assist in filling gap reports and assessing priorities
- Receive and log records, files or paperwork, verifying completeness and accuracy
- Compiles information and distributes or processes to completion
- Answers questions, retrieves information or generate reports for management as needed
- Completes data entry of information

Job Requirements

- High school diploma required, bachelor's degree preferred, or a combination of education and commensurate professional experience
- Familiarity with data management for onboarding providers including licensing and credentialing
- Strong organization and time management skills
- Independent worker
- Comfortable working with a remote team

Logistics

- Position available immediately
- Position based in Marlton, NJ
- Full-time position
- Reports to Business Talent Manager

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