

**The Association of Diagnostic and Psychological Services (ADPS)
is seeking a Full-time Office Administrator.**

Duties include but are not limited to:

- Greet patients, answer telephone calls, schedule appointments, input data, coordinate vendors, submit claims, reconcile accounts, and adhere to guidelines maintaining confidentiality.
- Must have working knowledge of MS Word, Excel, and presentation software.
- Provide general secretarial support such as copying, collating, etc. when needed.
- Three to four years experience required, experience in doctor's office preferred.
- Salary range depending on experience: \$41,820.00 to \$49,140.00.

Qualified candidates should email a copy of their resume to
adpsadmin@logic.bm or may fax to 441-295-0770.

Closing Date: May 28th, 2019