



## Position Announcement

Comprehensive Neuropsychological Services, P.C. (CNS) seeks a strongly motivated individual to perform a full range of administrative activities in a multi-doctor independent group neuropsychology practice. The successful candidate will be committed to permanent full-time employment and will work in close collaboration with our providers and administrative team. Position availability is immediate.

Established in 1982, CNS has an outstanding reputation for clinical, educational, and medical-legal services that make a difference for patients, families, and referral sources across Connecticut and in New York, Massachusetts, and beyond.

### Qualifications, Skills, and Abilities:

- Ability to work in a team setting and independently
- Effective in-person and telephone communication skills, including giving and receiving feedback that supports teamwork
- Ability to set priorities in line with team needs and to switch among multiple tasks as circumstances require
- Excellent time management skills
- Close attention to detail
- Superior typing and technology skills, including proficiency with office machines (e.g. desktop computer and copier) and computer programs (e.g. Microsoft Office, Google Workspace/Gmail, Zoom, and DocuSign)
- Ability to support patients in use of technology for telehealth appointments
- Healthcare and/or legal office experience desirable

*To apply, please submit **cover letter** and **resume**. (NOTE: RESUMES SUBMITTED WITHOUT COVER LETTER WILL **NOT** BE CONSIDERED.)*

Job Type: Full-time

Salary: \$15.00 - \$23.00 per hour

Expected Hours: 40 per week

### Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule
- Paid time off

### Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

### Education:

- High school or equivalent (Preferred)

### Experience:

- Administrative: 3 years (Preferred)