

Part-time Administrative Assistant

Job Responsibilities:

- Overseeing the scheduling system for Rita Burgos, Doctor of Ayurveda and body therapists
- Communicate with current and prospective patients/body therapy clients regarding appointments, herb orders and other projects
- Monitor inventory for Ayurvedic products and order items from the wholesale accounts
- Monitor inventory for office supplies and order needed items
- Help with herbal orders
- Support prospective students to register for classes/trainings
- Work with various systems such as Calendly, Quikbooks, Google Business, Canva, Instagram/Facebook, Healthie
- Support/schedule social media posts
- Maintain confidential patient files
- Send invoices and receive/document payments for products/services

Required:

- Administrative experience
- Familiarity with apps listed above and/or confidence to learn new apps
- Kind, compassionate, clear communication skills
- Excellent skills with writing and grammar

Preferred:

- Bilingual Spanish speaker
- Training in Ayurveda and Ayurvedic body therapies
- Interest in also offering body therapies
- Open to increasing hours with Rebuild Ayurveda

To learn more about Rebuild Ayurveda, please visit www.rebuildrecovery.com. Email your resume and cover letter describing your interest and experience to info@rebuildrecovery.com. **If you have questions, preferred communication is email info@rebuildrecovery.com.**

Preferred Starting Date: End of September 2022

Hours - 12 hours per week to start. Preference will be given to someone who has an interest in increasing their work hours.

Compensation:

TBD based on experience