
Job Description/Posting- Administrative Coordinator

Do you prefer well defined procedures and using checklists? Are you a stickler for following through and meeting deadlines? Are you patient and empathetic? Do you like working with the elderly and their families? If you answer yes to these questions, please continue reading.

An elder law and estate planning firm in Sandusky Ohio seeks to hire an administrative coordinator to help coordinate as well as actually compile documents for clients pertaining to our Medicaid and VA benefits eligibility services. The right candidate is neat and meticulously organized, is detail oriented, always follows through to meet deadlines, can analyze financial statements and insurance policies, can ensure the proper completion of all required forms, and is happy to chip in wherever help is needed. In addition to doing the work, your job is also to be the master tracker of where all cases/files are in the process and ensure nothing gets lost for the client all the while ensuring we don't miss any deadlines. This job has many moving parts and requires strong judgment and common sense to know when to ask the right questions, too.

We appreciate someone who is a self-starter with excellent interpersonal skills, a strong work ethic, teamwork orientation, and a passion for providing an excellent client experience.

The ideal candidate will 3-5 years' administrative coordination experience. Prior experience working in Medicaid and VA Pension Benefits is a plus but not required. Strong grammar, and proofreading skills required.

Responsibilities of the position include:

- Assist Director of Client Services in coordinating and managing Medicaid (long-term care) and VA Pension Benefits planning and applications, including the maintenance of updated client financial records.
- Complete new client intake information gathering (triage).
- Organize and maintain electronic and paper client files ensuring that all client documents are accurately verified and logged on tracking checklists.
- Maintain required data in firm databases daily.
- Assist with planning and coordination of seminars and other marketing activities
- Carefully maintain documentation of all client contacts and required data
- Assist with paperwork for Community Fund Management Foundation "CFMF" distributions.
- Fill in for other administrative staff under the supervision of the attending attorney.

Additional Qualifications:

- Knowledge of standard office practices and use of office equipment.
- Professional appearance, excellent client services skills and telephone etiquette.
- Proficiency in the use of Microsoft Office software (Word, Outlook, Excel), and other computer or law office software.

We offer a competitive compensation and benefits package. If you've been told you are well-organized, clients like working with you, and you're a quick learner with a high attention to detail, we'd love to see your resume.

Thank you for taking the time to read this posting!

Job Type: Full-time

Salary: \$14.00 to \$16.00 /hour