



Gateway Women's Care is seeking suitable applicants for the position of Client Services Assistant. This can be either a full time position or part time position for approximately 25 hours per week.

Please direct all enquiries by email to grace@gatewaywomens.care or ring the administrative office on 919.873.2440

Responsibilities: The Client Services Assistant reports directly to and works with the Client Services Director to help maintain the daily operations of the center and assure its smooth operations. This position has responsibility for the answering of phones, scheduling of clients and the accurate data entry of all client files. The Client Services Assistant also helps the Client Services Director with other administrative tasks as needed and is familiar with Gateway's process for collecting, tracking and reporting statistics.

Skills: The Client Services Assistant must be highly personable, detail oriented, possessing good communication skills, and the ability to multi-task and problem solve. A service-oriented disposition and the capacity to manage time are essential. The Client Services Assistant must possess the ability to be flexible and adjust to unforeseen, unplanned events.

Skills/Qualifications: Microsoft Office skills, Excel, managing processes, organization, analyzing information, professionalism, problem solving, verbal communication

- **Phone etiquette**
- Resolves administrative problems by highlighting and analyzing them, and identifying solutions.
- Be able to carry out responsibilities with little or no supervision
- Multi-tasking skills

Proficiency: The Client Services Assistant usually has an associate's degree or higher. Pregnancy center experience is desirable but not essential.

Application Deadline – May 31, 2022

[Link to Employee Application forms](#) or email grace@gatewaywomens.care

April, 2022