

Job Title	Front Office Admin
Employer/ Agency	The Prism Center
Job Description	Large psychotherapy practice in Bellaire has opening for admin to manage receptionist duties, phones, and collections at the window, assist account manager with insurance tasks, and help with general administrative duties.
Salary/Hours	Full or part time hours available.
Employer/Agency	The Prism Center
City, State, Zip	Bellaire, TX
Application Method	Fax resume and salary requirement to The PRISM Center at 832.778.6752 Attn: Assistant Director.
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.