



## **STAFFING REQUISITION DESCRIPTION**

**Position:** Administrative Assistance

**Location:** Marlton, NJ

CFG is now interviewing candidates for a Full Time Administrative Assistant opportunity located at CFG's Corporate Offices located in Marlton, NJ. This position will report directly to the Executive Director of our Telemedicine division. This position performs general administrative office assignments, scheduling, data collection and entry, and functions as a communications link between clinical, operations, and business development team members. We are looking for a candidate who can work independently, is a self-starter and needs little supervision.

**Requirements:** Associates Degree or greater. Must be able to type a minimum of 60 words per minute. Must be skilled with Microsoft office suite, and familiar with database utilization. Excellent phone skills. Strong written communication skills. Willingness and aptitude to learn new software and technology tools.

- Demonstrated experience embracing new technology
- Salesforce.com experience strongly preferred
- Proficiency in Microsoft Outlook, Excel, Outlook, PowerPoint and Access.

**Contact Information:**

[Employment@cfgpc.com](mailto:Employment@cfgpc.com) - please reference the position for which you are applying.

Other Information: EEO M/F/V/D