

Thursday, April 21, 2022

Half time office assistant

Company: Cooper Mental Health Counseling, PLLC
Location: New York, NY
Compensation: \$20/hour

► [Share](#) | [Print](#) | [Download](#)

Seeking organized and self-directed individual to function as the office manager and personal assistant for a psychology practice in Manhattan. This is a hybrid role that will require some hours at the office but will be flexible with remote work. The schedule will also be flexible to accommodate your class/rehearsal/performance schedule. Tasks may include: managing insurance claims, scheduling patients, scheduling office space, social media, light office cleaning, and being the right hand of the owner of the practice. Having been a dancer myself I am specifically looking for a dancer who can bring that drive to this work. This position will be approximately 20 hours per week but will be discussed with the right candidate. Please contact Marty at marty@coopertherapy.com. Please include a resume with your email.

Cooper Mental Health Counseling, PLLC
224 W. 30th St., Suite 903
New York, NY, 10001
3472447873
www.coopertherapy.com

For more information:
Marty Cooper
marty@coopertherapy.com
347-244-7873

[< back](#)

[previous listing](#) • [next listing](#)