

## **Office Manager AlertPlus Home Care**

**Date: 5/14/09**

**Job Title: Office Manager**

**Mission: AlertPlus Home Care is dedicated to providing maximum quality of life to seniors and individuals with physical disabilities and behavioral disorders through education, prevention, and relief of suffering and medication management.**

**About the Organization: Founded in 2006,APHC thrives to build bridges between patients, doctors, family and the community.**

**About the position: Multi-tasked, answer phones, data entry, liaise with patients, caregivers and community resources. Background on Human Resources, Marketing Computer and Internet skills .**

**Qualifications: 1 –2 years office experience. Medical experience a big plus.**

**Compensation: Negotiable.**

**To Apply / Contact Information: Resume a must..**

**\*E-mail: resume to [Alertplushomecare@hotmail.com](mailto:Alertplushomecare@hotmail.com)**

**\*Fax resume: (714) 836-1716**

**\*Phone: (714) 550-7600**

**Deadline:**