



**Office Coordinator  
Parkersburg Office**

Start the new year with a new job helping children and families in your community!

The Parkersburg Office Coordinator provides administrative services, maintains records, and processes clients for therapy services. Qualifications include a minimum of 3 years' experience working in an office setting. Proficiency in Microsoft Office suite (Word, Excel, and Outlook) required. Experience with insurance authorizations and knowledge of electronic medical record systems strongly preferred.

Competitive compensation, great benefits, and work environment. Please mail or e-mail resumes to Holly Van Lynn. EOE.

***Please submit resumes to:***

Holly Van Lynn ([hvanlynn@wv.easterseals.com](mailto:hvanlynn@wv.easterseals.com))

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