

WORK VAPOR

Job Link: <https://workvapor.com/jobs/administrative-support-specialist-entry-level-232654/>

HIRING ORGANIZATION

Occupational Psychology Associates (OPA)

EMPLOYMENT TYPE

Part-time

JOB LOCATION

Washington, United States

? Remote work from: United States

DATE POSTED

? 10/25/2026

ADMINISTRATIVE SUPPORT SPECIALIST – ENTRY LEVEL

BASE SALARY

USD 20 - USD 24

DESCRIPTION

Job Role: Administrative Support Specialist – Entry Level

Company: Occupational Psychology Associates (OPA)

Location: Washington State

Work Mode: 100% Remote

Pay: \$20–\$24 per hour

Estimated Annual Pay: \$31,200–\$37,440 at 30 hours per week

Employment Type: Part-time, W-2 Employee

Work Schedule: Monday to Friday

Working Hours: 30 hours per week

Experience: Entry-level; prior office experience is not required

Education: High school diploma or equivalent

HR Contact Email: opajobapps@gmail.com

About the Company

Occupational Psychology Associates is a private group practice. It provides psychological treatment, education and coaching for injured workers.

The practice supports people recovering from workplace injuries and chronic pain. It also helps people manage work-related illnesses.

Job Overview

OPA is hiring an Administrative Support Specialist. This is a fully remote, entry-level position.

You will answer calls and manage incoming messages. You will also route emails and faxes to the right team members. Training will be provided.

This position is suitable for someone starting a career in healthcare administration.

Key Responsibilities

1. Reception and Communication

- Answer incoming calls professionally.
- Monitor voicemail and direct messages.
- Check the main email inbox.
- Forward messages to the correct staff members.
- Handle incoming faxes and send them to the right recipients.

2. Administrative Support

- Assist senior administrative staff with daily tasks.
- Send outgoing faxes and communications.
- Complete basic clerical work.
- Help keep office information organized.
- Support marketing activities when needed.

Required Qualifications

- Must live in Washington State.
- High school diploma or equivalent.
- Clear written and verbal communication skills.
- Professional phone manners.
- Good attention to detail.
- Ability to handle confidential health information.
- Basic data entry skills.
- Familiarity with email and Microsoft Office.
- Ability to learn new office software.
- Ability to work independently from home.

Home Office Requirements

- A quiet and private workspace.
- Reliable high-speed internet.
- A working Windows PC.
- Ability to protect confidential information while working remotely.

Preferred Skills

- Previous reception or office experience.
- Healthcare administration experience.
- Spanish language skills.
- Knowledge of workers' compensation.
- Interest in medical administration.

Previous administrative experience is helpful but not required. The company provides on-the-job training.

Pay and Benefits

- \$20–\$24 per hour, based on experience.
- Approximately \$31,200–\$37,440 per year at 30 hours per week.
- Paid sick leave under Washington State law.
- Company paid time off after 90 days.
- Washington Paid Family and Medical Leave.
- Workers' compensation coverage.
- Health reimbursement arrangement after 90 days.
- Flexible schedule.
- Remote work.
- Training in office systems and workers' compensation procedures.
- Opportunity to increase hours and responsibilities over time.

Work Schedule

- Part-time position.
- Monday through Friday.
- Six hours per day.
- Up to 30 hours per week.
- Work during business hours.
- Fully remote within Washington State.

How to Apply

Email your current resume and a brief cover letter to the hiring team.

Your cover letter should explain why you are interested in the position. Include any relevant office, customer service or administrative experience.

Application Email: opajobapps@gmail.com

Company Website:

Apply Online: Apply Now – Administrative Support Specialist