



Please apply online at [www.horizon-health.org](http://www.horizon-health.org)

### **Administrative Assistant- Erie County**

Horizon is looking for a dedicated Administrative Assistant in our administrative office in Erie County!

Under the supervision of the Office Manager, the Administrative Assistant provides administrative support to all staff by greeting/directing patients collecting payment for services, scheduling appointments, answering/directing calls on a multi-line phone system, completing necessary typing, copying, and faxing, and maintaining clinical records in a fast paced office setting.

### **Facilities Security Systems Technician**

We are looking for a full time Facilities Security Systems Administrator! This position is located in our Administrative offices in Buffalo.

Duties/ Responsibilities include, but are not limited to:

- Oversee operations of all security systems for the company, to include:
- Maintain all access control systems, including adding/deleting users, distributing/recovering FOBs, issuing passcodes for alarm systems, issuing photo ID badges
- Maintain all CCTV systems, including cameras and recording media. Provide videotape review for all sites, and reporting for management
- Maintain, troubleshoot, and ensure facility security with contracted services
- Project management and implementation of adding security measures throughout company to include:
  - Adding access control systems to existing and new facilities
  - Adding CCTV surveillance systems to existing and new facilities

\*Please go online to apply and get further information!