



**Brett DiNovi & Associates, L.L.C.**

Phone (856) 430-1372 & (609) 975-3597

Fax (480) 393-4069 & (888) 212.0084

PO Box 8223, Cherry Hill NJ 08002, 1000 Crawford Pl. Suite 260 Mt. Laurel NJ 08054

Email: [ciocco@brettdassociates.com](mailto:ciocco@brettdassociates.com), Web: [www.brettdassociates.com](http://www.brettdassociates.com)

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## Billing Specialist/Admin Assistant

NJ based behavioral consultation firm is offering **1 full-time position** for an individual skilled with insurance billing and general clerical office work. The position will be based in our corporate office in Mt. Laurel, NJ.

This professional will have a base salary that is negotiable and a pay for performance bonus system for accuracy with billing and other office tasks.

After 90 days of successful full time employment, we offer a comprehensive benefits package which includes performance based **bonus pay, profit sharing, major medical benefits, dental, vision, 401k with employer \$ match**, short term disability, continuing education, and excellent opportunities for advancement.

*Brett DiNovi & Associates, L.L.C., awarded **Best Places to Work in SJ Biz Magazine**, deploys over 400 consultants that provide consultation in over 110 school districts and organizations in New Jersey, New York, Delaware, & other remote sites across the world. **If interested please email a resume to [careers@brettdassociates.com](mailto:careers@brettdassociates.com) no phone calls. In addition to sending your resume, it is required that you complete this assessment prior to coming in for an interview. [Click Here](#)***



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***Excellence in Consultation & Training***