

Job Announcement



Position Title: Executive Assistant to COO

Department: Administration

Supervises: None

FLSA: Exempt

Salary Grade:

Reports To: COO

Effective Date: 06/2020

Written by: Human Resources Department

Approved by: CEO

General Summary:

Provide high-level executive administrative support to the Chief Operating Officer (COO) and the Human Resources Department by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and assist with Recruitment activities.

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

Essential Duties:

- Works primarily with Chief Operating Officer and the Operations team of the organization.
- Manages daily/weekly calendar and independently schedules appointments and set up meeting for COO.
- Must have excellent communication skills with command of the English language.
- Must be able to demonstrate multi-tasking skills in a high stress environment while working with multiple managers.
- High level of interpersonal skills to handle sensitive and confidential situations.
- Familiar with clinic operations principals
- Some analytic ability is required in order to gather and summarize data, reports, find solutions to various administrative problems and prioritize work.
- High level of attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be flexible.
- Reads and analyzes incoming documents, including reports, letters, memos, submissions for content, and reports to determine their significance and plan their distribution
- Prepares invoices, reports, memos, letters, and other documents, using word processing, spreadsheets, database, or presentation software
- Researches and books flights, ground transportation and hotel accommodations as directed by COO
- Assists the COO with monthly Board of Directors reports.
- Responsible for ensuring the accuracy of meeting minutes are taken and approved
- Operate a variety of office equipment and machines including computer, typewriter, transcription machines, calculator, copier and fax machines.
- Perform related duties as assigned.

Recruitment Assistant to HR Director 20%

- Will work with the Human Resources Director assisting with recruitment activities such as screening candidates, and setting up job interviews
- Will generate weekly/monthly reports
- Must have general knowledge of Human Resources principles

Judgment: Sets priorities for own work within overall guidelines made by COO. Manages own workflow in cooperation with others.

Job Announcement



Education and Knowledge

- Bachelor's Degree required in Business or minimum of 5 years related experience
- Knowledge of office procedures, clerical and recordkeeping operations, and the use of various office machines.
- Bilingual Spanish preferred

Experience

- Must have at least seven (4) years of administrative secretarial experience with a minimum five (5) years of administrative secretarial experience and two (2) years administrative secretary in a public sector organization
- Must be able to work independently within scope of assigned task with minimum supervision

We offer a competitive total compensation package, including: health, dental, and vision coverage.

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=59f6cefd-d4a3-4cb2-baa4-20b7dd5bbf05&ccid=19000101_000001&type=MP&lang=en_US