

Job Announcement



Position Title: Administrative Assistant

Department: Operations/Administration

Supervises: None

FLSA: Non-Exempt

Salary Grade: 8

Reports To: Chief Operating Officer

Effective Date: 09/16

Written by: Human Resources Department

Approved by: CEO

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.

General Summary:

Provide administrative support and clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Essential Duties: (*Essential Functions)

- Provides clerical /administrative support, including the composition and preparation of routine correspondence, copying, filing and presentations using computer software applications.
- Performs general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work
- Responsible for ensuring the accuracy of meeting minutes are taken and approved
- Schedule meetings and appointments and manage travel itineraries for COO and other Executives
- Answers COO phone calls and direct calls to appropriate parties or take messages
- Manage COO schedule
- Review a variety of materials, including reports, letters, and memos for content, and recommends changes
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with staff to provide quality service
- Prepare materials/outgoing mail/packages for mailing including: applying postage, preparing items for shipment or collection, distributing items as needed, ensuring items are properly labeled and documenting data according to management guidelines.
- Reads and analyses incoming memos, submissions, and reports to determine their significance and plan their distribution
- Ensure that all mail and packages are properly labeled for mailing, with correct postage utilizing automatic postage meter machine.
- Other duties as assigned

Education and Knowledge

- High School Diploma or equivalent required
- AA degree preferred

Experience

- Must have minimum 2 years of secretarial experience; or, a combination of training, education, and experience that provides the required knowledge and abilities.
- Must be able to work independently within scope of assigned task with minimum supervision.

Skills and Abilities

- Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment
- Ability to organize, prioritize multiple schedules and produce accurate work despite frequent interruptions
- Excellent verbal, written skills
- Strong team building and conflict resolution skills, excellent customer service
- Knowledge of equipment operation related to a variety of computer/peripheral equipment, networks and their operation and related software applications
- Bi-lingual/bi-literate English/Spanish preferred

TO APPLY, PLEASE VISIT:

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