NEVHC is a federally funded Non-profit Community Health Center organization operating 14 Joint Commission accredited licensed primary care health centers. One of the largest health centers in the USA.

Northeast Valley Health Corporation is hiring full-time **Administrative Assistant** for its HR department. The mission of Northeast Valley Health Corporation is to provide quality, safe and comprehensive healthcare to the medically underserved residents of Los Angeles County, particularly in the San Fernando and Santa Clarita Valleys, in a manner that is sensitive to the economic, social, cultural and linguistic needs of the community.

**Summary:**

The Administrative Assistant is responsible for performing a variety of confidential office and administrative functions, as well as provides administrative and clerical support for the Director of Human Resources and Human Resources department

**Qualifications:**

1. Prepares and processes company summary of mileage reimbursement and validates vehicle insurance coverage on a Monthly basis. Follow up with employees as needed.
2. Under the supervision of the Director of Human Resources coordinate scheduling of meetings, create agenda and meeting packet, and order meals. Setup meeting room with audio/visual equipment, if needed.
3. Prepares reports for the Human Resources Department, surveys, Census reports, debarment, research and analysis reports, demographic reports, etc., as needed.
4. Completes EDD unemployment inquiries as needed. Produces substantiating information for the EDD department in cases of termination for cause.
5. Review, approve and reconcile various monthly invoices to ensure correct allocations are applied. Must be able to work closely and meticulously with the Fiscal department for timely and accurate submissions.
6. Prepare for payroll processing; emergency pay checks, sick payouts, salary changes, and employment termination documentation to ensure accurate payout of hours at the time of termination, as needed.
7. Provides administrative and clerical support to department managers and staff including:
   a. Drafting and preparing documents and communications for distribution
   b. Maintaining inventory of regularly used items and ordering supplies
   c. Manage petty cash funds
8. Answers questions of a routine nature and drafts routine correspondence with minimal direction.
9. As Site Safety Captain: participates in Safety Committee, Checks building for safety concerns, is able to handle emergency situations, conducts quarterly safety drills, evaluates, and reports incidents according with clinical health services policy and procedures. Oversee site upkeep and safety: Coordinates repairs/maintenance, orders janitorial supplies and coffee supplies.

For more information or to apply, please visit us at [www.NEVHC.org](http://www.NEVHC.org)

Northeast Valley Health Corporation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Northeast Valley Health Corporation complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.