

Job Description

Job Title: **Administrative Clerk**

Supervised by: Director of Administration

Status: Full Time, Hourly

ESSENTIAL RESPONSIBILITIES:

- Responsible for providing administrative secretarial support to C-Suite
- Assists C-Suite with setting up for meetings and maintaining their calendars
- Assists with note taking and transcribing meeting notes as needed
- Responsible for maintaining the work area neat and organized, keeps work information current, maintains organized work files, and works closely with other administrative assistant staff as needed
- Maintains and organizes updated central filing system
- Responsible for opening and sorting mail received for the entire organization on a daily basis
- Make copies, faxes and assemble documents as needed
- Maintains privacy and confidentiality with all internal information at all times
- Perform other duties as assigned

REQUIRED QUALIFICATIONS:

Related work experience required:

- Experience with computer systems required, including web-based applications & some Microsoft Office applications which may include Outlook, Word, Excel, PowerPoint or Access.
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PREFERRED QUALIFICATIONS:

FQHC or Primary care experience.

COMPETENCIES:

- **Written Communications:** Ability to communicate clearly & effectively in written English with internal & external customers.
- **Oral Communications:** Ability to comprehend & converse in English to communicate effectively with medical center staff, patients, families & external customers.
- **Knowledge:** Ability to demonstrate full working knowledge of standard concepts, practices, procedures & policies with the ability to use them in varied situations.
- **Team Work:** Ability to work collaboratively in small teams to improve the operations of immediate work group by offering ideas, identifying issues & respecting team members.
- **Customer Service:** Ability to provide a high level of customer service to patients, visitors, staff & external customers in a professional, service-oriented, respectful manner using skills in active listening & problem solving. Ability to remain calm in stressful situations.

PHYSICAL NATURE OF THE JOB:

- **Sedentary work:** Exerting up to 10 pounds of force occasionally in carrying, lifting, pushing, pulling objects. Sitting most of the time, with walking & standing required only occasionally.
- Valid California Driver License and automobile insurance coverage;
- Subject to a criminal background check prior to employment; and
- TB clearance, and annual influenza to be renewed every year. COVID vaccine.