

NORTHEAST COMMUNITY CLINIC

JOB DESCRIPTIONS

Department: Human Resource	Page 1 of 2
Job Title: Administrative Assistant	Reports to: Supervisor/Manager of Applicable Department
FLSA Status: Non-Exempt	Classification: Full-time
Effective Date: 5/13/2017	Salary Range:

Position Summary

The Administrative Assistant provides administrative support and demonstrates initiative, resourcefulness and problem-solving skills in applying a detailed knowledge of the responsibilities and functions of the department in organizing and prioritizing projects and all related duties.

Schedule:

- Flexible, may require some evening and weekends

Primary Duties and Responsibilities

- Prepares correspondence, reports, agendas and spreadsheets
- Arranges appointments, conferences and travel
- Coordinate meetings, take meeting minutes, maintains files
- General office duties: filing, faxing, photo copying and order office supplies for department
- Manages multiple calendars
- Ability to interact effectively with Directors, Managers, patients, internal staff and representatives of public agencies and businesses
- Handles phones and assists visitors and interacts with various vendors
- Prepares expense reports
- Prepares presentations
- Plans and coordinates multiple projects for completion
- Handling of all incoming/outgoing correspondences for department
- Maintain a positive working relationship with staff
- Other duties as assigned by supervisor/ Manager

Minimum Requirements

- Microsoft Office/Word/Excel/Outlook
- Excellent Communication Skills
- Excellent Customer Service Skills
- Bi-lingual Spanish/English (preferred)
- Ability to work as a team player and work independently
- Reliable transportation
- Must be able to travel from facility to facility
- This position requires 10 % travel outside the local area.

Required Education/Experience and/or Licensure/Certification

- A.A. degree in Business Administration, or coursework in related field (experience may substitute for education)
- Proficiency in Microsoft Office applications
- Excellent proofreading and grammar skills
- Minimum 2-3 years administrative experience (high-level administrative support preferred)
- Commitment to goals and philosophy of Northeast Community Clinic
- Valid State Identification

Physical Requirements and Working Conditions

- OSHA Category 3 – Involves no regular exposure to blood, body fluids, or tissues, and tasks that involve exposure to blood, body fluids, or tissues are not a condition of employment.
- The work is majority of the time sedentary in nature.
- The employee is regularly required to communicate, frequently required to use repetitive motions, move, remain stationary, regularly push, pull and lift up to 20 pounds and occasionally push, pull and lift up to 40 pounds.
- Must possess mobility to work in a standard office/clinic setting (in some cases both settings) and to use standard office/clinic equipment, including a computer, stamina to maintain attention to detail despite interruptions, read printed materials and use a computer, and communicate in person and over the telephone.

Acknowledgment

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date