



Opportunity for Administrative Assistant – Full-Time

Are you looking for a rewarding position that offers an opportunity to give back to the community? Come join the ParkTree Community Health Center Team!

ParkTree Community Health Center provides comprehensive and integrative medical, dental, and behavioral health services to the local community in the Pomona and Ontario areas.

We are looking for an energetic, professional **Administrative Assistant** to join our team to join our Team.

Job Summary:

The Administrative Assistant performs all necessary administrative, coordinative, secretarial support to the executive leadership of ParkTree Community health Center to ensure smooth day to day operations. This position requires a high level of organization and coordination of all related functions. Independent judgment is required to plan, prioritize, and organize a diversified workload with professionalism and discretion. The Administrative Assistant will demonstrate poise, discretion, and diplomacy to a diverse group of internal and external customers.

Comprehensive Employee Benefits including, but not limited to:

- Comprehensive Medical/Dental/Vision benefits for Full-Time employees
- Generous Paid Holidays, Vacation, and Sick time
- Retirement Plan with employer contribution
- Tuition Assistance
- Employee Assistance Program (EAP)

Essential Duties:

- Deals discreetly with confidential information concerning PCHC affairs including but not limited to: personnel information and information contained in minutes, letters and other documents.
- Provide administrative support to the Executives which will include answering phones, compose correspondence (letters, memos, emails) and maintain files and records.
- Coordinates calendar schedules for the Executive Management team.
- Works effectively with Board of Directors, PCHC management and staff to assure accurate and timely communication and follow-through.
- Coordinates and schedules all Board and Committee meetings and the preparation of the agenda and other written documents. Writes minutes from meetings of the Board of Directors Meetings and others meetings as needed.
- Develops and maintains accurate up to date files, records, reports and correspondence for the CEO and the Board of Directors.
- Sort and route internal and external office mail.
- Monitor the organizational email inbox and route incoming emails appropriately.
- Maintains supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Provides clerical support to the Human Resources Department, including but not limited to: copying, filing, and maintaining employee telephone directory.

- Assists with planning and execution of special events, such as organization-wide meetings, employee recognition events, holiday parties, and other celebrations.
- Complies with all mandatory trainings.
- Complete special projects/other duties as assigned.

Job Qualifications and Skills:

- Minimum of an AA degree
- Administrative Assistant experience, preferred
- Medical office experience, preferred
- Intermediate proficiency with Microsoft Word
- Beginner/Intermediate proficiency with Microsoft Excel and PowerPoint
- Possess strict attention to detail, and strong verbal and written communication skills
- Excellent internal and external customer service skills
- Flexibility with schedule
- Possess mode of transportation to travel independently between work-related locations

Physical Requirements:

- Prolonged periods of sitting and computer work.
- Ability to lift/move up to 30 pounds.
- Reasonable accommodations can be made for individuals with disabilities.

ParkTree Community Health Center (PCHC) is an equal opportunity employer. PCHC does not discriminate on the basis of race, color, creed, national origin, veteran's status, medical condition or disability, religion, ancestry, age, sex, marital status, sexual orientation or other protected status in accordance with all applicable requirements of Federal and State laws.

To apply please send your resume (in PDF or Word Format) to:
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