



## JOB DESCRIPTION

**POSITION TITLE:** *Administrative Assistant*

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Corporate

**JOB SUMMARY:** Responsible for providing high-quality administrative support while maintaining a professional, executive-level front office image.

**ACCOUNTABLE TO:** Executive Assistant/Office of the CEO

### JOB DUTIES:

1. Assist the Executive Assistant with the planning, organization, and execution of special projects and company events, including logistics coordination, documentation preparation, vendor communication, and on-site support to ensure seamless delivery.
2. Assist in compiling reports and documents necessary for presentation at board meetings and other meetings (ordering food and picking up if necessary).
3. Assist in monitoring the front desk and maintaining the receptionist area clean and presentable.
4. Assist in answering and directing phone calls and provide information by answering questions and requests.
5. Assist in verifying the National Health Services Corp's applicant employment and missed days.
6. Check inventory for supplies and responsible for tracking and ordering of all supplies as needed for the office of the CEO.
7. Responsible for travel arrangements, including but not limited to hotel reservations, car rentals, for the executive staff, as well as line employees (as necessary).
8. Responsible for ensuring that all mail is separated, opened daily, as well as copied (if applicable), and distributed to the appropriate personnel.
9. Assist with coordination of all audits, report submission and gathering of all needed documents for reporting purposes.
10. Attend relevant meetings and trainings.
11. Assist with filing, scanning, and copying documents.
12. Responsible for preparing and processing invoices via Microix.
13. Ensure office equipment is working properly, if necessary, contact IT dept for assistance.
14. Running errands if needed.
15. Perform other duties assigned by Chief Executive Officer and immediate supervisor.

## **Special Knowledge, Skills, Abilities and Attributes:**

- Demonstrated ability to exercise sound judgment.
- Ability to communicate clearly and concisely both verbally and in writing with executive level personnel.
- Ability to plan and be organized, self-starter.
- Ability to recognize the needs of executive staff and implement those needs
- Ability to work well under pressure, take initiative and be flexible and cooperative.
- Ability to maintain confidentiality of executive and company records.
- Ability to exhibit good interpersonal skills.
- Ability to convey a positive and professional image to the public.
- Demonstrated proficiency in various PC applications, including E-mail, Internet and networking devices.
- Required to know, follow and enforce safe work practices, and be aware of company policies and procedures related to job safety, including safety rules and regulations.
- You must possess a dependable automobile with insurance and a current CA Driver License.

## **Education and Experience Requirements**

- 2 years of college and/or 3 years Office Administration or equivalent office experience required.
- Type a minimum of 65 w.p.m. required.
- Experienced in Microsoft applications (Word, Excel, PowerPoint, Outlook, etc.) required.
- Experienced in healthcare preferred.
- Bilingual in English/Spanish preferred.

## **Working Conditions**

Normal office environment with:

- Occasional walking, reaching with hands and arms, stooping and kneeling.
- Ability to handle multiple tasks while also being tactful, diplomatic, and empathetic.
- Ability to organize and schedule work effectively.
- Ability to communicate effectively and tactfully managers and other levels of personnel, in person and on the telephone.
- Ability to pay close attention to detail.
- Ability to maintain composure under conditions of urgency and/or time constraint.

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**Acknowledgment of Receipt of the Job Description for Administrative Assistant Position:**

***Statement of the Position Holder:***

I accept the accountabilities of this position and agree to produce the results, perform the work and meet the standards set forth in this Position Agreement.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***Statement of the Position Holder's Supervisor:***

I agree to provide a working environment, necessary resources and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee's Personnel file**