

## **T.H.E. Health and Wellness Centers**

### **JOB DESCRIPTION**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Facilities  
**STATUS:** Full-Time, Non-Exempt

#### **POSITION SUMMARY:**

Under the direction of the Facility Manager, the administrative assistant will be responsible for handling daily tasks associated with the day-to-day operations of Facilities Department. These responsibilities may vary depending upon the specific needs of the department.

#### **Essential Duties and Responsibilities**

1. Composes simple correspondence; types letters and assists with revising and/or creating new facility forms.
2. Organizes and maintains departmental files to ensure the efficient recovery of business information.
3. Collects, sorts, and prepares all incoming/outgoing mail and interoffice correspondence for internal distribution and/or courier pick up. May also be required to handle FedEx or UPS mailings.
4. Maintains logs that comply with state regulations; construction/project binders; insertion of updates to the emergency operation plan and assists with distribution of disaster preparedness information.
5. Receives and processes work/repair request for repairs, installations, assemblies or modifications within all facility locations.
6. May be requested to research vendors, create contractor lists and confirm contact names and mailing information.
7. Pro-actively monitors general condition of facility and completes daily Environment of Care inspection sheet.
8. Provide coverage for Facility Clerk when necessary.
9. May be required to travel to different to facility locations.

#### **Qualifications and Experience Requirements**

- Min. high school diploma
- Basic office skills and familiarity of Word, Outlook, and Excel.
- Obtain Department of Transportation Certificate in Medical Waste Transport within 30 days of hire.
- Ability to work independently or cooperatively as a member of a team to complete work on schedule according to quality standards.
- Excellent people orientation, interpersonal sensitivity and inclusive style.

- Approachable and confident in dealing with people.
- Good communicator, comfortable in dealing with people at all levels
- Comfortable with adapting to varying duties and new processes within a fast paced environment.
- Ability to lift or bend repeatedly, lifting up to 50 lbs.
- Possession of a valid California Driver's license.

**Physical Demand:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is required to use hands to handle or feel objects, tools, keyboard or controls; and reach with hands and arms. The employee may occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 50 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Job Description Disclaimer**

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *Facility Clerk's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Health and Wellness Centers. I understand that T.H.E. Health and Wellness Centers. reserves the right to modify job duties or job descriptions at any time.

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Employee's Signature	Print Name	Date

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Supervisor's Signature	Print Name	Date

