**SUMMARY POSITION STATEMENT**

This position manages the administrative office front desk; and provides clerical and secretarial support to the Executive Director, Department Directors and Managers.

**ESSENTIAL FUNCTIONS/ROLES & RESPONSIBILITIES OF THE POSITION**

**ADMINISTRATIVE**

* Assists in administrative support including but not limited to: general correspondence, answering phones, taking messages, copying, filing, and purchase requisitions.
* Manages Outlook calendars and scheduling for Directors.
* Maintaining supplies and materials as needed to include: office supplies, conference and break room supplies, custom printed materials, and food items.
* Takes clear and concise minutes and provides timely reporting to all Directors and Staff Management.
* Organizes meetings, including but not limited to: meal preparation, room and media equipment setup/break down.
* Organizes and maintains electronic administrative documents and information.
* Participates and assists in preparing for special events and projects.
* Production of various documents including but not limited to: brochures, flyers, newsletters.
* Assists management and performs other duties as assigned.

**LEGAL CONCEPTS**

* Maintain confidentiality.
* Follow federal, state and local legal guidelines.
* Maintain HIPAA compliance.

**POSITION REQUIREMENTS**

Education: Associates degree or graduation from a vocational school preferred.

License: No license required.

Experience: 2 years of prior employment in professional office environment.

Job Requirements:

* Must have strong clerical, communications, and organizational skills.
* Must be able to work in a high traffic zone and prioritize work load.
* Must be PROFICIENT in all MS Office 2007 Programs: Excel, Outlook, Word, Publisher and PowerPoint.
* Must perform with professional level customer service with an emphasis on friendly, open interaction style.
* Must have a strong attention to detail and accuracy work ethic with a positive attitude.
* Experience with mail merge, data bases, and graphics programs (Adobe Suite and Visio preferred).
* Communicates effectively with staff, management and the public.
* Able to work effectively with people who have a diverse set of personalities, interests, skills and with a wide range of topics.
* Valid driver’s license and working vehicle.

**CORE VALUES**

* Treat all co-workers and patients with dignity and respect.
* Project a professional manner and image in both attitude and dress.
* Adhere to ethical principles.
* Communicate professionally & effectively – focus on cooperation and win/win outcomes.
* Serve as community Liaison.
* Abide by the policies and procedures outlined by the health center, including the Employee Manual.
* Follow and enforce the mission of the health center.
* Report any safety and/or health concerns to management as soon as they become apparent.
* Regular and time attendance.
* Ability to bring your best work.

**TYPICAL PHYSICAL DEMANDS:**

* Prolonged sitting, chiefly at a computer terminal.
* Occasional bending, stooping and stretching.
* Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, calculator and other office equipment.
* Requires normal range of hearing and eyesight to record, prepare and communicate appropriate documents and papers.
* May be occasional lifting papers or boxes up to 15 pounds.

**JOB RELATIONSHIPS:**

* Coordinates duties with requirements of other administrative staff members.