

Administrative Assistant

FLSA Status

Non-exempt

Salary

Starting at \$20/hour based on experience plus twice a year bonuses

Job Summary

This position performs a wide range of administrative responsibilities and clerical support activities related to office management, general administration, human resources, bookkeeping, and special projects as needed. The individual must be professional, have a strong work ethic, high level of confidentiality, be highly organized and have the ability to work autonomously as well as in a team.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provide administrative support related to any general administration and office management need
- Maintains established files and record keeping systems
- Organizes and implements administrative systems and procedures to promote organization and increased efficiency
- Composes and types correspondence, memos, confidential materials, etc.
- Schedules and coordinates meetings, conference calls, and other events.
- Professionally and effectively communicate in person and through correspondence with high level contacts inside and outside the company such as vendors, customers, and senior leadership.
- Provides a high level of assistance to fellow co-workers
- Special projects as assigned

Required Education and Experience

- Associates Degree or college coursework preferred
- Previous administrative assistant experience preferred
- Must have exceptional PC knowledge including the ability to effectively use Excel, Word, and PowerPoint, as well as pick up on new software quickly
- Must be flexible and have the ability to switch from task to task as needed without compromising precision
- Excellent organization skills, strong attention to detail and the ability to multi-task
- Ability to communicate effectively with others (written and oral)
- Excellent time management skills
- Must exhibit punctuality and low absenteeism
- Able to work independently and as part of a team

Competencies

- Communication Skills
- Detail Oriented
- Organizational Skills
- Technical Capacity
- Time Management Skills

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates onsite, primarily in an office environment. This position requires the use of standard office equipment, and frequent standing and walking.

Language Skills

Must be able to read, write, speak and understand English fluently and have the ability to read and interpret documents such as operating and maintenance instructions and procedure manuals.

Mathematical Skills

Uses addition, subtraction, multiplication and the division of numbers including decimals and fractions when checking of reports, forms, records and comparable data where interpretation is required involving basic skills knowledge.

Reasoning Ability

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where substantial standardization exists. Must be able to interpret instructions furnished in written, oral, and diagram or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May sit, stand, stoop, bend and walk intermittently during the day.
- May sit or stand eight (8) to ten (10) hours per day.
- Finger dexterity to operate office equipment required.
- May need to lift up to twenty (25) pounds on occasion.

Position Type and Expected Hours of Work

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

Travel

No travel is expected for this position.

Disclaimer

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

AAP/EEO Statement

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.