



## A Family of Companies



### JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant I (Front Desk) **STATUS:** Non-Exempt Full-Time

**REPORTS TO:** Director of Operations, Health Center Partners of Southern California

**DIRECT REPORTS:** None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

### JOB SUMMARY

The HCP Administrative Assistant I will provide administrative and general office support to HCP, Health Quality Partners (HQP), Integrated Health Network (IHP) and Council Connections (CC). Actively support the mission of Health Center Partners.

### ESSENTIAL JOB FUNCTIONS

- Greet visitors and guests in a courteous & friendly manner.
- Screen telephone calls with tact, diplomacy and good judgment. Assess caller needs and refer caller to correct source of information.
- In coordination with other administrative support staff, help maintain computer databases, mailing lists and the resource binder.
- Prepare written memoranda and correspondence for internal and external distribution.
- Maintain various databases and conduct research using Internet and other tools and resources, as assigned.
- Perform other clerical and administrative functions and special projects as needed and assigned.
- Process Accounts Receivables.
- Help plan and arrange for food and beverages in support of meetings.
- Oversee and assure the completion of various administrative tasks in support of meetings or events.
- Assist with other translation projects as needed.

## **QUALIFICATIONS**

### **Skills**

Must have intermediate skills in Microsoft Office suite (Outlook, Word, Excel). Must be familiar with using the Internet and on-line resources. Strong organizational and administrative skills are required. Must be bilingual (English/Spanish).

### **Education/Experience**

Associate's degree in Business or related discipline, or two to three year's general office or customer service experience.

## **PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

## **HIPAA/COMPLIANCE**

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

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Signature

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Date

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Employee Name (please print)