



## A Family of Companies



### JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant **STATUS:** Non-Exempt Full-Time

**REPORTS TO:** Director of Corporate Marketing & Communications- CNECT

**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

Under the direction of the Director of Corporate Marketing and Communications the Administrative Assistant will provide administrative and general office support to the CNECT EVP, SVP, and other CNECT staff. The Administrative Assistant will develop and implement procedures and systems to ensure the organizational efficiency of general office support for the organization. Actively support the Mission of the Health Center Partners and subsidiary organizations.

### ESSENTIAL JOB FUNCTIONS

- Assist and provide direct support to the department members by completing various administrative tasks as assigned including but not limited to; coordinating schedules, preparing correspondence, coordinating meetings and making travel arrangements upon request.
- Support all assigned meetings to include drafting agendas, gathering meeting materials, accurately produce and assemble meeting packets, ensure packets are emailed to meeting members in advance of meetings, track RSVP's, accurately record and prepare meeting minutes and perform other meeting support functions as required.
- Responsible for all corporate printing including stationary, business cards, envelopes, forms, etc. Maintain appropriate stock levels of all printed materials. Work with vendors to improve processes and reduce costs.
- If needed, will perform tasks to back up the front desk, such as, participate in rotation for relieving Front Desk Administrative Assistant for breaks and lunch, greeting visitors, and sign for deliveries.

- Develop presentation materials using graphic and spreadsheet software.
- Coordinate all necessary arrangements for local and out of town trade shows, conferences, etc. as required.
- Prepare written memoranda and correspondence for internal and external distribution.
- Oversee the accurate filing of documents, either electronically or paper copies, and maintenance of computer databases and mailing lists.
- Conduct research using Internet and other tools and resources, as assigned.
- Perform other clerical and administrative functions and special projects as needed and assigned.

## **QUALIFICATIONS**

### **Skills**

Must be articulate and pleasant when interacting with others in-person and on the phone and provide excellent customer service to others and possess excellent oral and written communication skills. Strong organizational and administrative skills are essential. Must be able to work effectively in a team environment. This position also requires tact, good judgment, and the ability to work under pressure, meet deadlines, handle multiple tasks concurrently and prioritize assignments effectively. Must possess valid driver's license, car insurance, and provide own automobile for use in work.

### **Education/Experience**

A Bachelor's degree in Business or 5 years combined education and experience is preferred. Must have intermediate to advanced skills in Microsoft Office suite. Experience with a CRM is preferred. Must be familiar with using the Internet and on-line resources. Strong organizational and administrative skills are required.

## **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)