



A Family of Companies



JOB DESCRIPTION

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

REPORTS TO: Human Resources Manager, 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 Health Center Partners (HCP), Health Quality Partners (HQP), Integrated Health Partners (IHP) and CNECT. 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.
- Manages daily mail distribution.
- 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 and check requests.
- 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.

Signature

Date

Employee Name (please print)