



About Us

Vimeo Link: <https://vimeo.com/701397867>

Company Website: <https://cnectgpo.com>

We are a national group purchasing organization and have been in business since 1979. We offer easy-to-implement, proactive purchasing programs to help organizations optimize their cost reduction strategies. We use our collective buying power of all our members to enhance their financial strength on products and services that they purchase every day. We are not just a GPO vendor; we're driven to help our members realize the total value proposition of building a true collaborative partnership with us. CNECT maintains a 98% membership retention rate! We shine the brightest when we are working side by side with our members to achieve their strategic objectives. With no class of trade restrictions and free membership, CNECT is the partner in savings!

Job Title: Administrative Assistant

FLSA Status: Non-exempt, full-time position

Reports To: VP of Sales

Direct reports: None

Why work for CNECT?

- 11 paid Holidays
- 2 Weeks paid company end of year closure
- 100% Covered Dental & Vision Coverage
- Company Paid Life Insurance \$50,000.00
- 100% Work Remote with up to 5% Travel

JOB SUMMARY

Join a dynamic team and provide critical administrative support within a family of companies that has a positive impact on the lives of millions.

Under the direction of the VP, Sales, the administrative assistant will provide administrative and general support to the VP, Sales and his/her respective department. The administrative assistant will provide the VP, Sales with project management support, organize weekly sales calls, plan events, and conduct general admin duties such as scheduling meetings, maintaining inventories of marketing needs, and developing and implementing procedures and systems to ensure the organizational efficiency of support for the sales and service organization. The administrative assistant will also actively support the mission of Health Center Partners and its subsidiary organizations.

JOB DUTIES:

- Assist and provide direct support to the sales and service department 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 producing and assembling meeting packets, ensuring packets are emailed to meeting members in advance of meetings, tracking RSVPs, accurately recording and preparing meeting minutes, and performing other meeting support functions as required.

- Event coordination for sales retreats and other assigned meetings. This includes venue, meals, rooms, guest speakers, etc., and may require travel to provide in-person support.
- Responsible for corporate printing, including stationery, business cards, etc. Maintain appropriate stock levels of all printed sales materials.
- Develop presentation materials using marketing approved PPTs and spreadsheet software.
- Coordinate all necessary arrangements for local and out-of-town travel for trade shows, conferences, etc. as required.
- Prepare written memoranda and correspondence for internal and external distribution.
- Oversee the accurate filing of documents, either physically or electronically, and maintenance of computer databases and mailing lists.
- Conduct research using the internet and other tools and resources as assigned.
- Provide back-up for the executive administrative assistant and work collaboratively with him/her on assigned projects, such as all-staff meetings and conference logistics, as requested.
- Perform other clerical and administrative functions and special projects as needed and assigned.

QUALIFICATIONS

Skills

- Approachability — Strong business acumen and interpersonal skills.
- Team Player — Exceptional team player and able to work professionally and collegially with others, including management, in a fast-paced environment.
- Organization — Strong organizational skills, with the ability to multitask and work on multiple projects with ease and efficiency while meeting expected deadlines.
- Focus — Evaluates the urgency of projects and makes decisions in a dynamic and often ambiguous environment.
- Customer Service — Dedicated to member satisfaction, with the ability to effectively engage members and potential members via phone and email.
- Communication — Strong verbal and written communication skills.
- Sharing Information — Proactive in providing project status updates to manager and team members.
- Learning — Eager to learn new processes and committed to ongoing development.
- Resilience — Strong work ethic, while remaining composed and productive under stress.
- Technical — Strong computer skills, including proficiency in Microsoft Office Suite and technical understanding of relevant databases/programs.

Education/Experience

A bachelor's degree in business or five 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 online resources. Must possess a valid driver's license and car insurance and provide own automobile for use in work.

GEOGRAPHICAL LOCATION, STANDARD BUSINESS HOURS, AND TRAVEL REQUIREMENTS

- Located in the continental U.S. within no more than a 60-minute radius to a major U.S. airport.
- Business hours are generally 8:00 a.m.—5:00 p.m. PST.
- A minimum of 10% travel is 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.
- Use of a computer and mouse, fine manipulation