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JOB DESCRIPTION

JOB TITLE: Administrative Assistant I/ Receptionist backup **STATUS:** Non-Exempt Full-Time

REPORTS TO: EVP/Chief Operations Officer, 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

Under the direction of the EVP/Chief Operations Officer, the Health Center Partners of Southern California (HCP) Administrative Assistant I/ Receptionist backup will provide administrative and general office support to the organization. The HCP Administrative Assistant will work closely with the Executive Assistants to coordinate support functions and must interact appropriately and professionally with internal staff, Board members and Committee members. Must develop and implement procedures and systems to ensure the organizational efficiency of general office support for the organization. Actively support the mission of Health Center Partners of Southern California and subsidiary organizations.

ESSENTIAL JOB FUNCTIONS

- Assist and provide direct support to the Executive Assistants and Front Desk Administrative Assistant 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.
- Maintain meeting room layout, helping to clean up and arrange meeting rooms after each meeting.
- Serve as a back-up to the Administrative Assistant/Receptionist, covering the lunch break, and the last hour of each day, sitting at the front desk.
- Help to ensure the break room is cleaned up each day, ensuring any food that is left out is put away or thrown out at the end of the day.
- Work collaboratively with other administrative support staff, supporting them as needed.

Administrative Assistant 1 – Receptionist backup 1

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- When necessary, screen telephone calls with tact, diplomacy and good judgment. Assess caller needs and refer caller to correct source of information.
- Coordinate all necessary arrangements for local and out of town trade shows, conferences, etc. as required.
- Accurately prepare written correspondence using proper English and business format.
- As assigned, assist staff in the maintenance of the central filing system. Establish and maintain files as needed. Accurately file documents, and maintain 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 required. 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 maintain a professional appearance and demeanor to meet and greet organizations' guests. Must possess valid driver's license, car insurance, and provide own automobile for use in work (minimal).

Education/Experience

Must have a Bachelor's degree in Business or related field and 1-3 years' experience in administrative work, supporting senior level executives and/or serving in an administrative capacity. Must have intermediate to advanced skills in Microsoft Office suite including Microsoft Project. Must have the ability to type a minimum of 50 WPM. Must be skilled with using the Internet and on-line resources.

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)