

## Administrative Assistant Full-time

### Description of duties:

- Provide general administrative tasks to support the management and administrative operations of the organization, including mailing, scanning, faxing and copying;
- Represent Wood River Health Services in a professional manner while greeting and interfacing with staff and the public;
- Maintain updated and accurate calendars as well as schedule appointments and meetings as requested;
- Collect, sort, and distribute internal mail for the organization. Open all mail, with the exception of mail that may contain information such as: payroll, benefits, personnel, addressed to anyone in management, department of labor, department of human services, certified mail and anything else that may contain sensitive information;
- Answer, screen, and process telephone calls, email and incoming mail, and respond promptly and professionally to incoming correspondence as appropriate;
- Ensure management is informed of deadlines and problems that arise;
- Plan, coordinate, and provide support for meetings including taking minutes and transcribing proceedings of assigned meetings;
- Set up and maintain administrative filing systems in an organized manner to include updating information, purging files on a regular basis, and creating new filing systems as needed;
- Maintain up-to-date policy and procedure manuals, committee meeting minutes and other internal correspondence;
- Set up and maintain task tickler systems and other task and time management systems as needed;
- Maintain accurate contact and mailing list databases, as related to organization functions;
- Generate the mail log (checks, credit cards and cash) for the finance department;
- Manage and support multiple projects in a competent and professional manner;
- Maintain effectiveness and competence in current Microsoft Office software applications including Word, Excel, PowerPoint as well as proprietary software utilized by the organization;
- Participate in professional development by attending programs workshops, in-services and staff meetings;
- Actively support and reinforce team effectiveness;
- Support and enliven the organization's mission and values;
- Maintain strict confidentiality in all matters;
- Adhere to organizational policies and procedures.
- Performing other duties as assigned to meet business needs.

### Qualifications:

- Associate's degree or equivalent with at least 4 years of relevant experience
- Experience in directing the work-flow of other staff
- Excellent customer service skills and presentation
- Demonstrated creativity and good judgment in the execution of tasks and responsibilities
- Ability to take verbal directions and apply expectations to work performed
- Excellent listening and comprehension skills
- Articulate and competent in both verbal and written communication

If you are interested in becoming part of our team, please send a cover letter and resume to [hr@wrhsri.org](mailto:hr@wrhsri.org). Please put the position you are applying for in the subject line.

Wood River Health Services is an Equal Employment Opportunity Employer. We do not discriminate in our employment practices based on race, color, sex, religion, age, national origin, sexual orientation or veterans' status. We are actively seeking a diverse array of candidates