



## Metro Community Health Center

### **Administrative Assistant**

**Metro Community Health Center extends great benefits to our eligible employees.**

**MCHC current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD
- Life insurance (\$100,000)
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match
- Competitive Wages

**POSITION SUMMARY:**

Must have excellent communication and organizational skills, ability to interface professionally and competently with clientele, staff members and community partners. Ability to prioritize, manage time and multi-task workload. Own transportation and flexibility with work schedule required. Requires critical thinking skills. Desire to work closely with homeless and underserved population. Experience in data entry, Access, MS Word, Excel. Knowledge of community resources helpful. Must have excellent organizational skills and attention to detail, and excellent time management skills with proven ability to meet deadlines.

**ESSENTIAL FUNCTIONS:**

- Administrative support to the CEO, CMO, COO, CFO when needed, as well as other staff.
- Work effectively with external vendors
- Compliance with HIPAA
- Produces information and reports by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Reads, research, and routes executive correspondences
- Drafts letters and documents for internal and external audiences
- Maintains executive's appointment, schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Performs all needed typing; including transcription of Board meeting minutes, committee minutes, notice of meetings, reports, etc.

- Responsible for assembling and distribution of materials for Board meetings each month.
- Calls Board of Directors and committee members as needed to determine attendance for meetings.
- Assists in the revision of policies, records, and forms, types up revisions, and assembles manual when necessary.
- Types with speed and accuracy from dictation, rough draft, or general instructions.
- Makes and collates copies of reports, minutes, etc., prepares materials for outside printing when appropriate.
- Maintains administrative files.
- Excellent oral and written communication skills
- Greets clients, patients and visitors who call in to or visit the site and provides solutions to customer problems in a timely manner, achieving a high level of customer satisfaction through polite and professional communication
- Provides visitors and callers with information on Metro Community Health Center, such as address, directions, fax numbers, website and other related information and directs phone calls and inquiries requesting information to the appropriate staff member
- Handles sensitive information in a confidential manner
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Prepares invoices and reports to funding agencies as needed under the direction of the senior team.
- Performs any other duties as assigned.

## **POSITION REQUIREMENTS:**

### Education/Experience

- High School Diploma or GED and one year of administrative assistant experience, or any equivalent combination of experience and training

### Skills/Abilities

- Types with speed and accuracy from dictation, rough draft, or general instructions
- Ability to function well in a high-paced and at times stressful environment
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type minimum of 50 words per minute.
- Ability to use office equipment including but not limited to computers, fax machines, telephones and copiers
- Ability to handle multiple projects
- Ability to prioritize and manage time

### Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.