



Administrative Assistant Job Description

REPORTING RELATIONSHIP & RESPONSIBILITY: The Administrative Assistant will support and coordinate multiple administrative and operating activities for the Common Table Health Alliance (CTHA).

EDUCATION: Minimum high school diploma with some post-secondary education experience preferred.

DUTIES & RESPONSIBILITIES:

The Administrative Assistant will be responsible for the following duties:

- Coordinate and manage assigned staff calendar and daily appointments.
- Answer telephones and e-mails in a timely and professional manner. Offer assistance and follow-up as appropriate.
- Create and edit various correspondence, speeches, articles and reports.
- Complete a wide range of word processing functions to include routine correspondence, forms, flyers, meeting minutes, mailing lists, prepare presentations, and various support materials.
- Maintain a complete and comprehensive filing system, both hardcopy and computer-based.
- Implement and help coordinate special events, meetings, programs, etc.
- Coordinate selected vendor relationships.
- Create and distribute agendas and meeting materials for committees and work groups. Compose and edit minutes and as required.
- Secure meeting locations, confirm room set ups, coordinate meals, and ensure payment for these services.
- Coordinate travel arrangements and maintain travel itineraries for assigned staff.
- Additional miscellaneous duties per the direction of COO or assigned Project Director.
- Develop new processes for improvement opportunities.
- Enter and acquire data from primary or secondary data sources and generate reports, charts and tables.
- Ensure data quality for accuracy and resolve discrepancies.
- Generate reports and monitor deadlines in a timely manner.

QUALIFICATIONS:

In light of these responsibilities, the successful candidate will have / need to be:

- Experience working concurrent multiple assignments, prioritizing workload to meet all deadlines.
- Sound judgment with the ability to prioritize and act proactively
- Excellent telephone skills with professional impact and presentation.
- Proficient in Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills.
- Experience preparing presentations, composing letters, scheduling conferences/meetings, maintaining calendars and handling highly confidential issues.
- Ability to interact and work with diverse communities.
- Excellent interpersonal skills, ability to work independently, but also highly effective in working as a member of a team.
- Basic knowledge of overall standard office procedures.
- Personable, accommodating and trustworthy.
- Ability and willingness to learn new skills and assume new responsibilities



PERFORMANCE EXPECTATIONS:

- Perform work in a professional manner.
- Accept job assignments willingly and perform them in a satisfactory manner.
- Keep organized, neat and accurate records.
- Complete all work assignments by their deadlines except under unusual circumstances.
- Attend scheduled meetings and arrive for these meeting on time.
- Work as a team member.
- Work well and be courteous with the public at all times.
- Take accurate and detailed phone messages.
- Maintain confidentiality.
- Follow the established organizational dress code.

PERSONAL CHARACTERISTICS:

Professional Background: At least five years of progressively responsible work experience and demonstrated success as an administrative assistant or comparable position.

Management Skills: N/A

Professional Knowledge and Skills: Thorough knowledge of Microsoft Office products Word, Excel and Power Point as well as other standard office equipment such as multi-line phones, fax, copier, etc. Internet research abilities and strong communication skills.

Physical Requirements

Desk Work	Routinely	55%
Traveling	Routinely (local)	25%
Standing/Walking	Occasionally	10%
Lifting/Stooping/Reaching	Occasionally	10%

SEND RESUME AND LETTER OF INTEREST TO:

Applicants should email a current resume and letter of interest with the subject line "Administrative Assistant 2017" to:
mstansberry@commontablehealth.org

Position Open Until Filled