

Administrative - Program Support

JOB DESCRIPTION

Summary/Objective

Our community health clinic needs a compassionate and highly organized bi-lingual Administrative - Program Support person to join our team. The successful candidate will aid mainly in the community health department's activities, communications, and provide administrative support to the community health director in the implementation and facilitation of these programs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Data entry
2. Assist and maintain inventory and supplies
3. Assist with administrative activities.
4. Communications
5. Answering phones – greeting patients

Competencies

1. High degree of organization and accuracy.
2. Communication Proficiency.
3. Problem Solving/Analysis.
4. Compassionate
5. Excellent typing skills
6. Familiarity with Microsoft Office Suite
7. Polished written and verbal communication skills
8. Bi-lingual, English and Spanish

Supervisory Responsibility

This position has no supervisory responsibilities.

Classification

Nonexempt

Reports to

Community Health Director

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This position is full time, 40 hours per week - M-TH 9 hours, Fri 4 hours.

Preferred Education and Experience

1. Associate degree or equivalent minimum of one year of clerical or administrative support experience.
2. Associate degree in an Administrative Support program, Business Management or related field.
3. Previous work experience in administrative support, special project support with involvement in a communications capacity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please Note: Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.

Thank you for your interest in joining our Newcap, Inc. Team!