



Job Description	
Job Title:	Administrative Assistant
Reports to:	HR Director / Executive Assistant
FLSA Classification:	Non-Exempt
<p>General Description: The Administrative Assistant is responsible for performing various administrative tasks in support of the management and staff of HEALTHeLINK.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Assist management and staff with all aspects of daily operations • Perform general office duties including: answer multi-line phone, greet visitors, handle incoming and outgoing mail, order and maintain supplies, maintain equipment, copy, scan, fax, file, etc. • Assist with general accounting duties • Schedule and set up for meetings; record meeting minutes • Participate in HEALTHeLINK community events • Participate in projects as requested • Collaborate with other departments and members of the HEALTHeLINK Team as needed • Other duties as assigned 	
<p>Knowledge and Skill Requirements:</p> <ul style="list-style-type: none"> • Must consistently perform duties accurately and in a timely manner with a high degree of attention to detail • Ability to work as part of a team, or individually with little supervision • Must be able to handle matters that require a high level of confidentiality • Demonstrated ability to consistently and reliably perform duties in a timely fashion • Self-starter requiring limited supervision for the planning and execution of daily duties and responsibilities • Excellent communication skills, both written and verbal • Knowledge of computers and Microsoft Office Software (Word, Excel, PowerPoint, Outlook; Access and Visio experience a plus) • Ability to work independently under pressure to meet deadlines and company goals 	
<p>Experience and Education:</p> <ul style="list-style-type: none"> • Associates Degree or equivalent required 	
<p>Security and Privacy Roles:</p> <ul style="list-style-type: none"> • Workforce Member 	



Security and Privacy Responsibilities:

- Read and acknowledge the HEALTHeLINK Security & Privacy Policies.
- Implement the HEALTHeLINK Security & Privacy Policies that apply to your role.
- Follow applicable HEALTHeLINK Security & Privacy Procedures that apply to your role.
- Report suspected privacy and/or security incidents promptly to management; participate in incident response if needed.
- Complete all training as required by the HEALTHeLINK Training Curriculum.

Physical Requirements:

The physical demands are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Light physical effort in an office environment
- Frequent computer use / data entry; repetitive motions of the wrist, hands, and/or fingers
- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; and viewing a computer
- Ability to receive detailed information through oral communication
- Must be able to lift up to 20 pounds (files, paper boxes) periodically
- Primarily sedentary work with occasional bending and reaching
- May be required to drive; valid driver license required

I have reviewed and understand this job description and believe it to be accurate and complete. I understand the Management of HEALTHeLINK retains the right to change the job description as it deems necessary. I will follow and adhere to my job description.

Employee Signature:

Date:

The above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements.