



Position Title: Administrative Assistant
Reports To: Director of Administrative Services
FLSA Type: Non-Exempt

POSITION SUMMARY

This position will be the first point of contact for our visitors and through our main phone lines. Additionally, this position will provide a broad range of support to the office under the Director of Administrative Services supervision. The primary responsibility will be to serve as a receptionist to the agency.

Job Duties:

- Answer and direct all incoming telephone calls appropriately.
- Supply valid information to callers, relay messages, and announce visitors.
- This position will also triage callers to the most proper department.
- Have an overview of all departments and knowledge of the agency's services.
- This position will serve as an entryway to our Connect Department (Coordinated Intake & Referral), and this position will be trained in the Connect process.
- Greet and direct all visitors, including board members, providers, clients, and the rest, in a pleasant and professional manner.
- Perform general office duties such as photocopying, prepare resource bags for health fairs and events, data entry, process incoming/outgoing mail, and filing.
- Help prepare conference room for meetings and training, and ensure attendees sign in when they arrive at the office.
- Perform scheduling tasks, calendar coordination, and reserving the conference room.
- Maintains professional and technical knowledge by attending educational workshops.
- Aid in preparation of check requests and data entry in an accounting system.
- Update and create monthly invoices in Microsoft Excel.
- Must be able to type 60 words per minute.

Service Excellence:

- When answering incoming calls, follow proper telephone etiquette when leaving messages and taking messages.
- Establish and support cooperative working relationships.
- Contribute to a positive work environment and positive employee relations by practicing healthy and respectful communication.
- Demonstrate commitment to maintaining BHSC's high-quality service standards.
- Abide by all BHSC policies and standards of conduct.

Knowledge and Skills Requirements:

- Associate degree (minimum)
- Computer skills with Microsoft Office (Excel, Word, Outlook) and the Internet.
- Excellent people skills with the ability to effectively interact with internal and external business partners.
- Reporting skills, administrative writing skills, managing processes, organization, analyzing information, professionalism, problem-solving, supply management, inventory control, and verbal communication skills.

Salary:

Salary range is \$33,000 - \$35,000. The Coalition offers an attractive benefits package that includes paid health insurance, paid annual and sick leave, and employer contribution to 403b after the 90-day waiting period.

Application Process:

Email resume, cover letter, and salary requirements to sloibl@browardhsc.org. Please direct all questions about this position to sloibl@browardhsc.org.

Broward Healthy Start Coalition, Inc. requires all new hires to pass a criminal background check before being hired. We are an Equal Opportunity Employer.