

Anav Tribal Health Clinic Quartz Valley Indian Reservation

9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470
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POSITION DESCRIPTION

TITLE: Administrative Assistant
REPORTS TO: Executive Director
LOCATION: Anav Tribal Health Clinic
SALARY: Negotiable, depending on experience
CLASSIFICATION: Full Time

SUMMARY: This position is responsible for assisting the Executive Director in all aspects of administrative management of the Anav Tribal Health Clinic.

DUTIES AND RESPONSIBILITIES:

1. Utilizes high level communication skills with department management and across other programs as needed to ensure that all projects, initiatives, directives or other related work is completed in a timely and complete manner as directed by the Executive Director;
2. Assists with directory maintenance, logistics, equipment inventory and storage
3. Filing and organizing materials in the general files area and electronic files storage;
4. Prepare and mail US/UPS/Fed Ex packages;
5. Procure supplies and services;
6. Prepare business correspondence;
7. May assist with bookkeeping/accounting functions as appropriate;
8. Assist with administrative functions related to staff travel and training;
9. Assist with the formulation and organization of policies and procedures as needed to meet the goals and objectives of the ATHC;
10. Assist Executive Director in developing and instituting methods for quality control and accuracy in business office record keeping and other databases;
11. Responds to priority incoming telephone calls, greets non-clinical ATHC visitors, and answers questions or refers to appropriate ATHC staff when needed.
12. Reports regularly to the Executive Director concerning the status of grants, assignments, duties, projects and functions of the various programs and activities; assists in establishing program objectives and meeting deadlines;
13. Coordinates and makes arrangements for meetings and conference calls and assembles relevant background materials;
14. Prepare meeting minutes, meeting notes and internal support materials;
15. May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects;
16. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent customer service skills.
2. Excellent time management, professionalism, problem-solving, and critical thinking skills.
3. Superior organizational skills and accuracy.

