

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

Administrative Assistant

JOB DESCRIPTION

REPORTS TO: Chief Nursing Officer

SUMMARY: The Administrative Assistant is responsible for preparing reports and maintaining filing systems. Bringing their excellent oral and written communication skills to our organization and utilizing them in daily interactions. Aiding and supporting the members of the Executive team. Be able to utilize MS Office (PowerPoint, Excel, etc.) and office equipment. Ensure efficient and smooth day-to-day operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

ESSENTIAL FUNCTIONS:

- Organize and schedule appointments
- Provide calendar management for the assigned Executives.
- Plan meetings and take detailed minutes
- Completes a broad range of administrative tasks to support the executive's ability to effectively lead and serve their departments in the organization. This includes preparing and organizing documents, letters, and/or reports, taking phone calls and relaying messages.
- Planning and preparing for department meetings and activities.
- Maintain contact lists
- Assist with maintaining office policies and procedures
- Provide excellent general support to visitors
- Act as the point of contact for internal and external employees and visitors
- Liaise with Executives and Executive Assistant to handle requests and queries from manager/directors
- Works closely with executives keeping them well informed of upcoming events and following up on plans and schedules.
- Works to provide a smooth path of communication between the executives and their staff.
- Assist the Executive Assistant with event management as needed.
- Duties and responsibilities and activities may change, or new ones may be added at any time with or without notice.

PROFESSIONAL REQUIREMENTS:

- Adhere to dress code, appearance is neat and clean
- Complete all annual education requirements
- Always maintain confidentiality for both patients and employees
- Report to work on time and as scheduled
- Wear identification while on duty
- Maintain regulatory requirements, including all state, federal, and local regulations
- Always represent the organization in a positive and professional manner

