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## **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**Reports to: Director of Employee Health, Wellness and Education**

**Basic Function:**

- I. Basic Function: Accountable for the timely, tactful and accurate performance of a variety of secretarial/clerical duties
- II. Organizational Relationships: Reports to the Department Director
- III. Duties and Responsibilities:

**Essential Duties:**

1. Provide optimum support to the Employee Health, Education and Wellness Department, through the performance of responsible and detailed secretarial and clerical duties.
2. Maintain confidentiality of information from the department and hospital.
3. Maintain assigned work schedule.
4. Maintain organization of all aspects of staff office - ordering supplies, schedule changes, calendar, and end of month reports.
5. Compile and process documents to ensure completeness, accuracy and compliance with hospital requirements.
6. Oversee maintenance of an accurate filing system for the department. Create categories and components of the filing system to insure efficient storage. Keep originals and copies in professional, neat, legible manner.
7. Assist Department Director with budgetary guidelines pertaining to office supplies and equipment.
8. Maintain open correspondence with all hospital departments
9. Review all reports, data and information supplied by other personnel insuring accuracy and adherence to standard policies and procedures.
10. Maintain working office equipment, including inventory, maintenance agreements, new installation and/or repairs of all office equipment.
11. Responsible for all telephone communications to the department utilizing formal telephone etiquette.
12. Assist director in preparation of various educational seminars, brochures, in-services and other events.
13. Develop/maintain rapport with other hospital departments and doctor's offices and outside agencies
14. Assist in outside programs/ events as needed/requested by Department Director.

15. Maintain department work area neat, clean and free of debris.
16. Demonstrate positive customer service and co-worker relationship.
17. Participate in the continuous, quality improvement activities of the department and institution.
18. Attend and type minutes of all meetings as requested.
19. Perform work in a cost effective manner.
20. Cross train for selective duties.
21. Perform related duties as assigned.

**Physical Requirements: The following are physical requirements that are essential to this job:**

1. Reading
2. Written Language
3. Vehicle use with a valid driver's license and appropriate auto insurance as required by the State of West Virginia Department of Motor Vehicles.
4. Hand-eye coordination (typing)
5. Equipment operation (computer, telephone, copier, fax, dictation equipment, calculator, etc.)
6. Sitting, length of time 5-6 hours- reason, office work
7. Standing, length of time 2 hours- reason, filing and running errands
8. Walking, length of time 2 hours- reason, within hospital
9. Lifting, 10 to 20 lbs.
10. Reaching/pulling -reason, open/close windows, pulling files, etc.
11. Kneeling/crouching/stooping/squatting/crawling/twisting upper body
12. Coordination of simultaneous operations, (telephone messages/patient reception/typing/filing.
13. Mathematics
14. Vision (close and distance)
15. Hand coordination
16. Hearing

**Job Requirements:**

1. Must be a high school graduate.
2. Must have some prior experience in a related field.
3. Must exhibit moderate level of judgment used in decision making.
4. Perform job with general supervision which would require working alone on regular duties and referred questionable duties.
5. Requires complete confidentiality in all business matters.
6. Requires normal vision and mental attention with manual coordination.
7. Working environment is a normal office environment.

Typing sixty-five (65) words per minute; efficient computer skills (including Database, Microsoft word, Microsoft Excel, knowledge of computer and other telecommunication systems); efficient in purchasing procedures, accounts payable and invoicing procedures. Prepare, revise, and release information in a timely and confidential manner.

**Professional Requirements:**

- Adheres to dress code, appearance is neat and clean and dress appropriately for a professional work environment. No clothing permitted that is transparent, has wording that may be considered offensive or derogatory. Dress/Skirt length will be appropriate for a professional environment meaning not too short or low cut dresses, blouses or other clothing.
- Completes annual education requirements in a timely manner as required by hospital policy.

**ACKNOWLEDGEMENT:**

**I have read the above job description and have received a copy. I fully understand the requirements set forth therein. I hereby accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I realize that my employment is at-will by the facility or myself and that such termination can be made with or without notice.**

I have received, read and understand the Position Description described above.

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(Employee Signature)

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