

## POSITION OPENING

<b>POSITION:</b>	<b>ADMINISTRATIVE ASSISTANT</b>	<b>STATUS:</b>	<b>FULL TIME</b>
<b>DEPARTMENT:</b>	<b>NURSING ADMINISTRATION/ FINANCE</b>	<b>HRS/PAY:</b>	<b>75.0 HRS PER PAY</b>
<b>SUPERVISOR:</b>	<b>PAULA SPACK, VP NURSING JACK SISK, CFO</b>	<b>JOB GRADE:</b>	<b>C-7</b>

### RESPONSIBILITIES

A full time Administrative Assistant is needed to provide secretarial and support services for Nursing Services and Finance. Performs independent job duties, as assigned, and assists with projects and other related duties associated with this position.

Secretarial Education and/or experience with Medical Secretarial skills preferred. High degree of independent responsibility required with the ability to perform with minimal supervision. Must possess the ability to make sound decisions, demonstrates good judgement and the ability to assess work that needs done. Must be able to organize, prioritize, and meet established deadlines. Thorough knowledge of computer operations and software required and must demonstrate effective written and verbal communication skills. Due to interaction with various individuals, including customers, staff, managers and physicians, excellent interpersonal skills are crucial. Excellent typing skills are required, which involve approximately 75% of the work shift.

### JOB DESCRIPTION

A complete job description outlining duties/responsibilities, physical demands, critical demands and occupational hazards is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

**Date Needed To Start:** As Soon As Possible

**Posting Period:** 04/15/22 - 04/19/22

**Application Deadline:** Noon: 04/20/22