

TRILLIUM COMMUNITY HEALTH PLAN, INC

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

POSITION SUMMARY: Provide administrative support to the department management and staff.

PRIMARY RESPONSIBILITIES & DUTIES

1. Administrative Support

- Provide administrative support to management and department staff including letter preparation, copying, faxing, mailings, etc.
- Prepare agendas, minutes, organize meetings, manage calendars and prepare reports as assigned.
- Coordinate with department staff regarding ordering of subscriptions, reference materials and equipment needed by the department.
- Provide backup support as needed to other Administrative Assistants

2. Other Responsibilities

- Ability to work independently and in a team environment
- Able to identify both internal and external customers and work towards meeting customer needs. Provide customer service in a timely, responsive courteous and accurate manner.
- Represents Agate and it's subsidiaries in a professional manner to customers.
- Maintains growth and development to meet job responsibilities.
- Responds to business needs in a fiscally responsible manner.
- Provide other duties as assigned.

RELATIONSHIPS & WORK TEAM RESPONSIBILITIES

Reports To: Agate's Senior Management or other assigned manager.

Internal: Works closely with Senior Management Team, Executive Assistants, Administrative Assistants and other department staff.

External:

Board members, physicians, attorneys and other administrative professionals.

JOB REQUIREMENTS

Education and Experience

Education:

- College degree or high school graduate with emphasis in communications and business management.

Experience:

- Two-year administrative support or related experience preferred.

Skills:

- Proficient word processing, spreadsheet or database skills
- Excellent communication and interpersonal skills
- Proficient business writing skills
- Excellent organizational skills