

TRILLIUM COMMUNITY HEALTH PLAN

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

POSITION SUMMARY: Performs administrative and office support activities for the department manager and staff as directed.

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.
- Manage telephone calls and receives and directs visitors.
- Makes travel arrangements.
- Provide backup support as needed to other Administrative Assistants

2. Other Responsibilities

- Ability to work independently and in a team environment
- Ability 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.
- Provide other duties as assigned.

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

JOB REQUIREMENTS

Education:

Requires a high school diploma.

Experience:

- 2-4 years of administrative support or experience in a related field preferred.

Skills:

- Proficient in Word, Excel and Outlook
- Knowledge in Visio and PowerPoint
- Excellent communication and interpersonal skills
- Proficient business writing skills
- Excellent organizational skills