



ADMINISTRATIVE ASSISTANT

Full-time

Posting Date: March 5, 2019 **Date Available:** Immediately **Posting Number:** HR078111

Position Summary:

The Administrative Assistant provides administrative support to the Chief Executive Officer, Chief Operating Officer, and the Board of Directors; and may assist other members of Administration as needed. Coordinates travel arrangements and meetings, assists in event facilitation as required, including scheduling and planning. Performs a wide scope of clerical tasks including, but not limited to, preparation of reports and summaries as directed, recording and transcribing minutes, and correspondence. Creates a friendly, cooperative impression on visitors/customers, staff and others. Presents a positive, cheerful attitude that reflects favorably upon the hospital's image both at work and in the community.

Essential Job Duties:

Provides secretarial and administrative services including meeting arrangements and agenda preparation. Prepares correspondence for administrative team as needed. Answers the phone, routes calls to appropriate party and takes accurate messages. Receives, routes, and responds to emails and faxes appropriately. Handles confidential information in an appropriate and professional manner. Prepares reports and summaries as directed in a timely manner. Maintains administrative calendars and manages the TRH Master and Emergency Department calendars. Opens and distributes daily mail. Other duties as assigned.

Qualifications: Associates Degree preferred, High School Diploma required. At least three years of advanced clerical office experience preferred. Competence in personal computers and related software (i.e. Word, Excel, PowerPoint and Outlook). Strong organizational skills and excellent customer service and time management abilities. Superior oral and written skills.

Days/Hours: Mon–Fri; 9:00 am – 5:30 pm (hours may vary); Candidate must be flexible with schedule and allow for minimal evening/weekend work.

FTE: 1.00 FTE; 40 hours/week. Benefit eligible.

Department: Administration

Physical Requirements: Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Anita Fisk, Director of Human Resources
PO Box 577
Brewster, WA 98812
(509) 689-2517 x 3343

www.threerivershospital.net

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Three Rivers Hospital is an equal opportunity employer.