

MEDSTAR AMBULANCE JOB DESCRIPTION

Position Title: Administrative Assistant – Full-time

Department: Clerical

Reports To: Chief Executive Officer

Description

The Administrative Assistant provides administrative, clerical and computer support to departmental staff. Duties and responsibilities may include, but are not limited to; preparing and processing correspondence, payroll, and other documents; assisting with developing and compiling various budget and financial documents; maintaining files, appointment calendars, and financial or other related reports or documents; receiving and disseminating calls, mail, messages or other correspondence; performing research functions; acting as a liaison between department, government, public and other parties and performing additional tasks as assigned.

Qualifications

Required:

- ⤴ High school diploma or equivalent with three years of secretarial, governmental bookkeeping, accounting, computer applications and training, or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- ⤴ Must be at least 21 years of age.
- ⤴ Valid California driver's license.
- ⤴ Must be or have the ability to acquire Notary Public status.

Preferred:

- ⤴ Associate's degree in business, secretarial science, or related discipline preferred.
- ⤴ Public speaking experience
- ⤴ Working knowledge of Microsoft Excel for Windows

Essential Job Functions & Working Conditions

- Prepares edits, copies and/or types correspondence, memoranda, reports or other related materials; assists staff with developing and implementing administrative procedures and practices; assists with other projects and events as necessary.
- Receives, processes, forwards to appropriate staff or replies to incoming mail, telephone calls and correspondence.
- Maintains calendar of events; makes travel and accommodation arrangements if necessary; prepares and processes travel reimbursements and other related documents for Management staff.
- Assists staff by researching and providing information for various purposes and for inquiries into departmental activities, programs, functions, policies or events; may represent department on various committees/boards or in court proceedings, to obtain/supply information, testify, or record minutes.
- Assists with the development of the company's budget, compiling cost figures, etc.;

prepares, maintains accurate record of and monitors department revenues, expenditures, billings, collections and deposits; makes necessary line item transfers; maintains petty cash fund and account ledgers; may serve as fixed assets coordinator for department and prepare reimbursement requests or tax reports.

- Inventories, assesses need for and orders materials or equipment; coordinates, processes, reviews, submits and verifies bids, purchase orders, invoices and authorizations for payment.
- Collects, enters, maintains, revises and updates various information/certificates into various computers, recorders, and filing/catalog systems or libraries in an effective and efficient manner; ensures work and data are backed up.
- Greets visitors, ascertains nature of business, assists and/or directs to the appropriate personnel.
- Notarizes official documents.
- May attend training sessions, conferences, and seminars to remain abreast of current local, state, and federal laws, policies and/or procedures related to the company.

Nonessential Job Duties:

- Perform other duties as assigned

Physical Requirements:

- Must be physically able to operate a variety of machinery and equipment including a computer, printer, typewriter, adding machine, photocopier, facsimile machine, and telephone.
- Must be able to use proper body mechanics to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions.
- Must be able to exert up to 10 pounds of force occasionally.
- Physical demand requirements are at levels of those for sedentary work.

Pay and Benefits:

- \$15.00 - \$18.00 per hour depending on experience. Full-time employees are eligible for medical, dental and vision benefits, retirement plan, and paid time off.