



Administrative Assistant

Classified: Hourly – Full-Time

Pay Range: \$14.00 - \$16.00

Office Location: Southside/Savannah, GA

Position Overview:

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. As an Administrative Assistant for a healthcare agency, you will play a crucial role in providing efficient and effective administrative support to ensure the smooth operation of our organization. You will be responsible for managing various administrative tasks and assisting with daily operations. The ideal candidate is proactive, adaptable, and possesses excellent communication and organizational skills.

Responsibilities:

- Provide general administrative support: Assist with day-to-day operations by handling phone calls, emails, and other correspondence. Schedule appointments, meetings, and travel arrangements for staff members. Prepare and distribute documents, reports, and presentations.
- Data management: Maintain accurate records and files, both physical and electronic. Organize and update databases, spreadsheets, and other documents. Ensure data integrity and confidentiality.
- Office coordination: Manage office supplies, inventory, and equipment. Coordinate repairs and maintenance as needed. Collaborate with vendors and service providers to ensure a well-functioning office environment.
- Calendar management: Assist in managing calendars, schedules, and deadlines for staff members. Coordinate meetings, conferences, and events, including booking venues, arranging catering, and preparing materials.
- Meeting support: Prepare meeting agendas, documents, and presentations. Take minutes and distribute them to attendees. Ensure all necessary resources and materials are available and set up for meetings.
- Communication and correspondence: Draft, proofread, and edit correspondence, memos, and other documents. Respond to inquiries and requests, both internally and externally, in a professional and timely manner. Maintain effective communication with team members and external stakeholders.
- File and record management: Organize and maintain files, records, and documents in a systematic manner. Ensure easy retrieval and accessibility of information as needed. Implement and maintain effective filing systems.
- Project assistance: Provide support to ongoing projects by coordinating tasks, tracking progress, and assisting with research and data collection. Collaborate with team members to ensure project objectives are met within established timelines.
- Office policies and procedures: Assist in developing and implementing office policies and procedures. Ensure compliance with company guidelines and standards. Recommend improvements to enhance administrative efficiency.
- Administrative support: Assist executives and other team members with administrative tasks, including expense tracking, budgeting, and reporting. Provide ad-hoc support as required.

Requirements:

- High school diploma or equivalent; additional certification or training in office administration is a plus.
- Proven experience as an administrative assistant or in a similar role.
- Proficiency in office software and tools, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Excellent organizational and time management skills, with the ability to prioritize tasks and work efficiently.
- Strong attention to detail and accuracy in data management and record-keeping.
- Exceptional verbal and written communication skills.
- Strong interpersonal skills and the ability to work effectively in a team-oriented environment.
- Discretion and integrity when handling confidential information.
- Problem-solving and multitasking abilities.
- Flexibility and adaptability to changing priorities and tasks.

Join our team as an Administrative Assistant and contribute to the smooth operation of our organization. Your skills and dedication will be instrumental in supporting our team and ensuring efficient administrative processes.

If interested in this position, please forward your resume to: Danielle.Riley@savannahga.gov by **May 31, 2023.**