



## Front Office Assistant

Reports to: Chief Administrative Officer		
<b>Level/Grade</b> Support	<b>Type of Position</b> Part Time	<b>Hours/Week</b> 27.5 hrs/week; non-exempt
<b>GENERAL DESCRIPTION</b>		
The Front Office Assistant provides office reception services. Duties include welcoming guests, answering the organization's main phone line, general clerical duties, and meeting support. Employee must project a professional image through in-person, online and phone interaction.		
<b>JOB RESPONSIBILITIES</b>		
<b>Administrative Assistant</b>		
<ul style="list-style-type: none"> <li>• Greet guests and usher them to appropriate meeting rooms</li> <li>• Answer telephones, field questions and refer callers to the appropriate staff member</li> <li>• Receive deliveries to the organization and route them to the appropriate person/location</li> <li>• Serve as ad hoc administrative support for THC Directors</li> <li>• Provide meeting support including room set-up/clean-up and supply restocking</li> <li>• Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing</li> <li>• Utilize SalesForce to maintain up-to-date contact information and rosters, as well as running reports as requested</li> <li>• Prepare final copies of correspondence and other written materials as requested</li> <li>• Modify documents/presentations using Microsoft Office products, including Word, Excel, Publisher and PowerPoint</li> <li>• Serve as primary point of contact for building maintenance</li> <li>• Ensure that reception lobby maintains a professional, welcoming environment</li> <li>• Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization</li> <li>• Other duties as assigned</li> </ul>		
<b>POSTION REQUIREMENTS</b>		
<b>Required Skills, Knowledge, Abilities:</b>		
<ul style="list-style-type: none"> <li>• Must have strong organizational skills</li> <li>• Must have excellent multi-tasking skills</li> <li>• Must be detailed-oriented individual</li> <li>• Must have excellent communications skills, both verbal and written</li> <li>• Must have excellent customer service skills</li> <li>• Must be proficient in Microsoft Office</li> <li>• Interest in healthcare and a desire to learn and grow in the healthcare industry</li> <li>• Ability to work independently</li> </ul>		
<b>Physical Requirements:</b>		
<ul style="list-style-type: none"> <li>• Must be able to lift up to 25lbs</li> <li>• Must be able to move meeting room furniture</li> <li>• Must be able to sit for extended periods of time</li> </ul>		
<b>EDUCATION/EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• High school diploma or equivalent required</li> <li>• Associates Degree, preferred</li> <li>• At least two years of experience in related role</li> </ul>		
<b>OTHER INFORMATION</b>		
<b>APPROVED BY</b> C. O'Toole, CAO		<b>DATE POSTED</b> January 9, 2018

**Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.**